UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

GOVERNMENT PURCHASE CARD (GPC)

PROGRAM TRAINING

POINT(S) OF CONTACT

Point(s) of Contact:

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Web Site: http://www.usacce.army.mil/vicenza

UNAUTHORIZED USE OF THE GPC

Purchase of Items that are NOT for Official Government Use, Mission Essential, or are Not in Accordance with Established Governing Rules, Regulations, Policies and/or Procedures:

EXAMPLES OF UNAUTHORIZED GPC PURCHASES:

- **Purchases of items by someone other than the cardholder**
- Cash Advances - ***NOT PERMITTED UNDER ANY CIRCUMSTANCES***
- Commander's Coins, Guidons, Flags and Streamers
- Personal Comfort Items (**Bottled Water, Coffeepots**)
- Telecommunications Services (Prepaid Phone Cards)
- Rent or Lease of Land or Buildings
- Any Travel Cost Associated with Official TDY
- Purchase of Gasoline, Oil or Repair of Interagency Fleet Management Vehicles

GPC SURVEILLANCE

- The RCO will perform compliance reviews of Purchasing Documentation per USAREUR REG 715-33
- Reviews will be conducted annually
- Reviews are periodically conducted during investigations by, CID, Inspectior General and the USAREUR Internal Review and Compliance Office (IRACO)
- Results of Compliance Reviews are maintained on file at the RCO.
- Copies are sent to the Cardholder, Approving Official and Commander

INFORMATION TECHNOLOGY POC

Information Management Equipment and Software

Computer Store/SCIA- Mannheim
***Mandatory source for ALL IME and IT hardware products**
https://www.scia.5sigcmd.army.mil
Commercial phone: 0049-621-724134

Small Computer Program, Ft. Monmouth
***Mandatory source for ALL commercially available software purchases -- NOT THE SAME AS COMPUTER STORE / SCIA**
http://www.don-imit.navy.mil/esi
(POC: Dee Wardle, DSN 987-6793, COM (732) 427-6793 adelia.wardle@mail1.monmouth.army.mil, or Diane Grim, DSN 987-6723, COM (732) 427-6723, diane.grim@mail1.monmouth.army.mil

****NOTE: If a hardware or software item is not available from the mandatory source listed above a waiver will be provided by the source.**

ORDERING FROM U.S.

ATTENTION!!!

When purchasing from companies in the U.S., items must be sent to the Unit address. The unit address does NOT contain CMR - Community Mail Room.

Example:
RCO Vicenza
ATTN: Dee Cavanaugh
UNIT 31401 BOX 33
APO AE 09630

ADP REQUIREMENTS

VERY IMPORTANT!!!

Pentium 120 MHz or higher

36 MB memory64 MB recommended to run reports
Windows 95, 98, 2000 or NT

Internet Explorer 4.1 (with server pack 1), 5.0 or Netscape Navigator 4.5 or higher

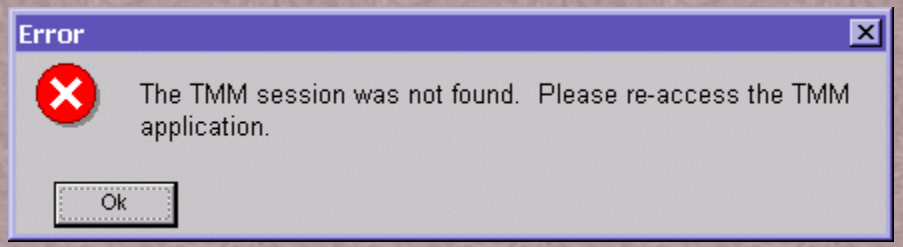
Internet connectivity

128 Bit Encryption

IMO Support – Down Load JAVA Applets

ADP REQUIREMENTS

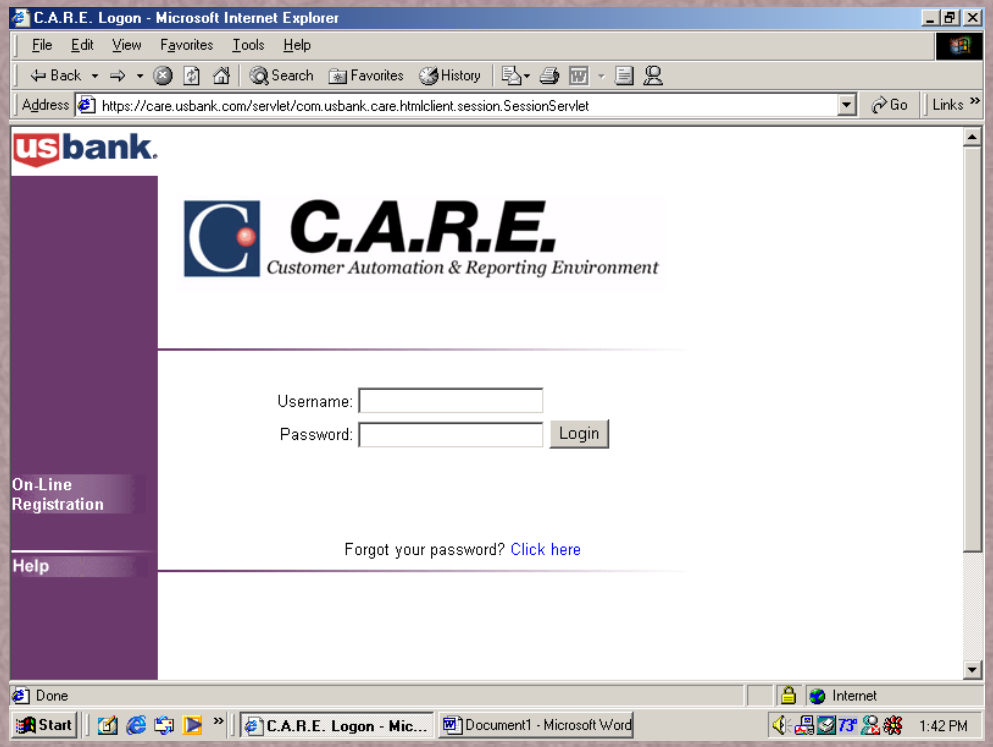
You will see the error message below when the JAVAs are not up-to-date. Solution: call your IMO.



CARE EDI

https://care.usbank.com

To login, go to the above site and click on “I ACCEPT”.
Note: I do not recommend book marking this page and do not forget the “s” in https as it is a secure site.
You will now be at the login screen. This is the page you want to bookmark/add to your “favorites” on your browser.
You must enter your username and password. The first time you enter your password you will be prompted to change your password.
It must be 8 - 12 characters with at least one number and no “wildcards” such as these @ # $ %. You will be required to change your password once a month.



CARE EDI

This is the next screen you will have. The following items are available.

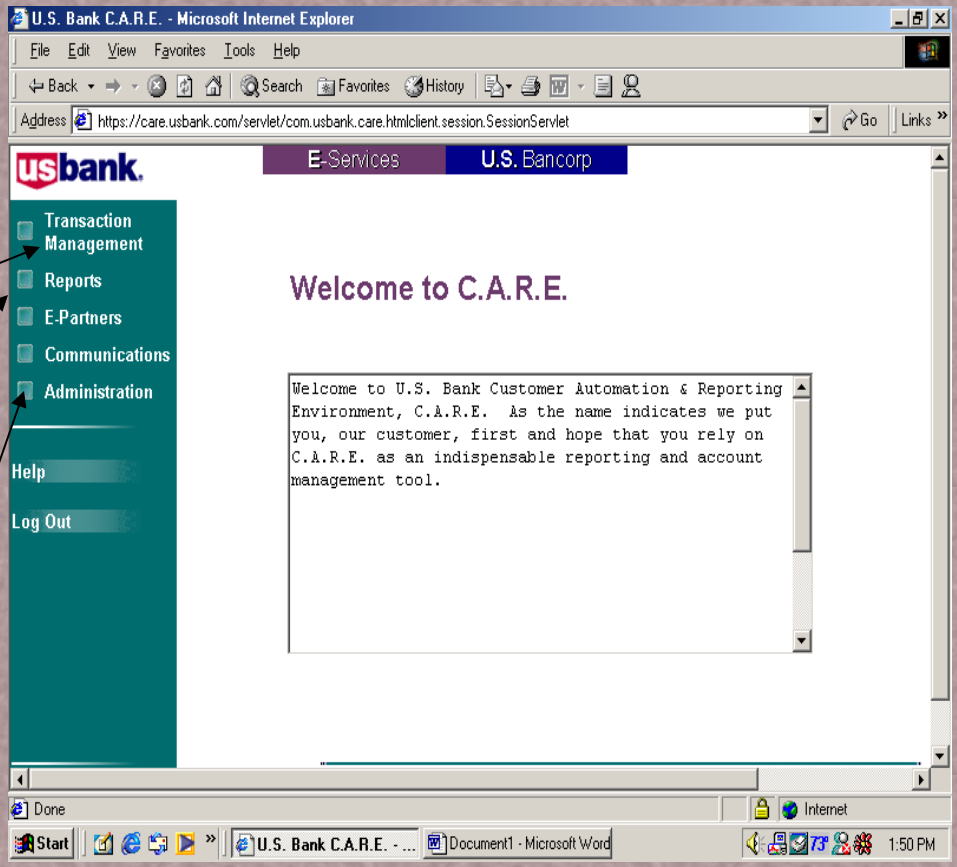
Transaction Management is used to enter your purchases, print your logs, reconcile your accounts and approve your monthly statement.

Reports are used to print your monthly statement.

E-partners is not currently available.

Communications is not available.

Administration is used to change your “authentication word” and passwords.

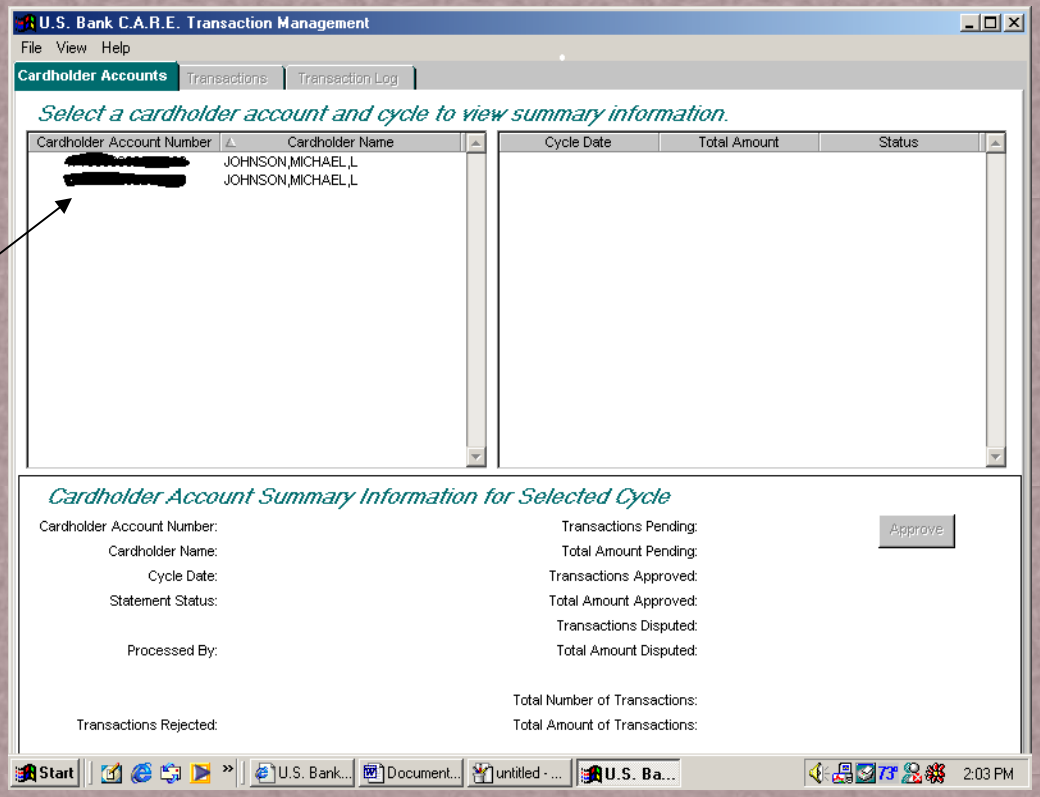


CARE EDI

A. TRANSACTION LOG ENTRY

Click on Transaction Management. (It will take a few moments to load so be patient) This is used to create a log to track purchases as they are being made. When you make a purchase you must enter the purchase into the C.A.R.E. system on the log.

Highlight the account

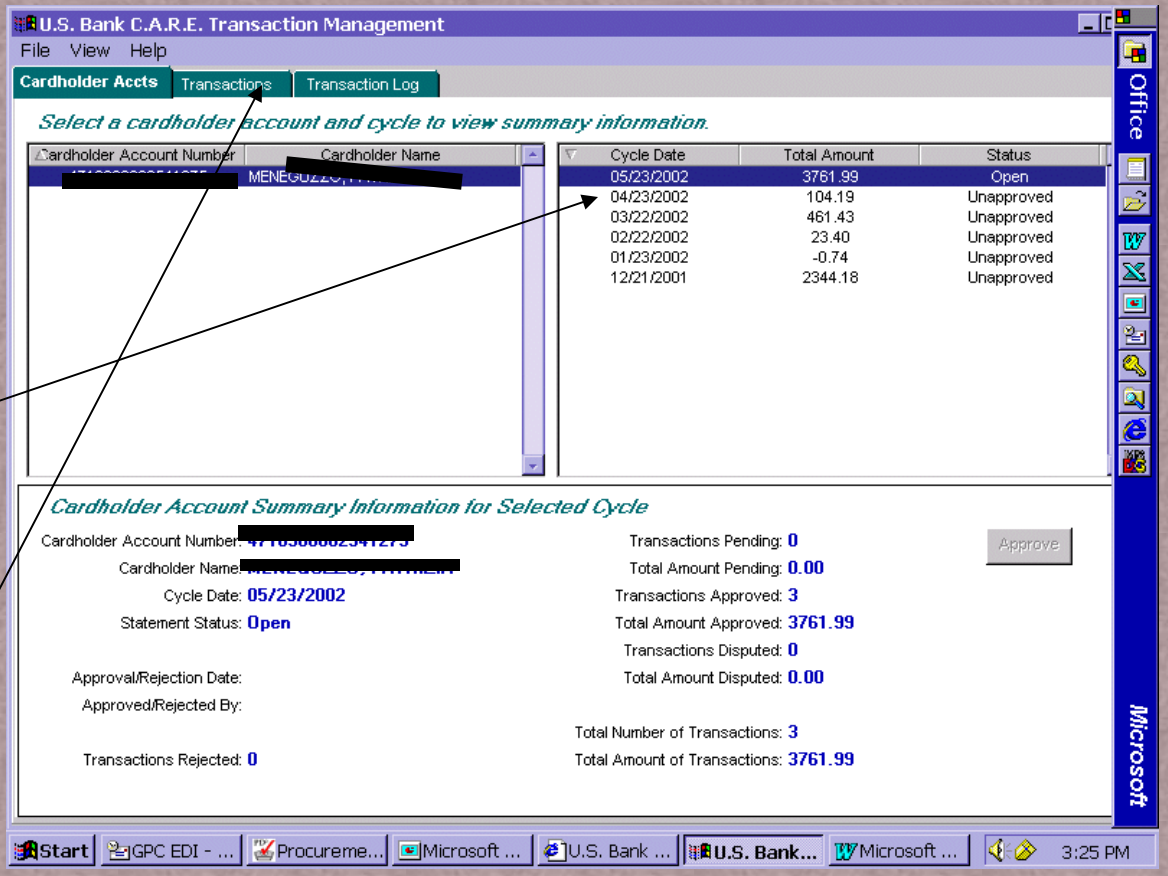


CARE EDI

You must now select a "cycle" to work with. If your cycle has already been reconciled and approved, you cannot change it. The only account available is the one that says "open".

Click on the cycle to be changed.
(In this case 05/23/2002)

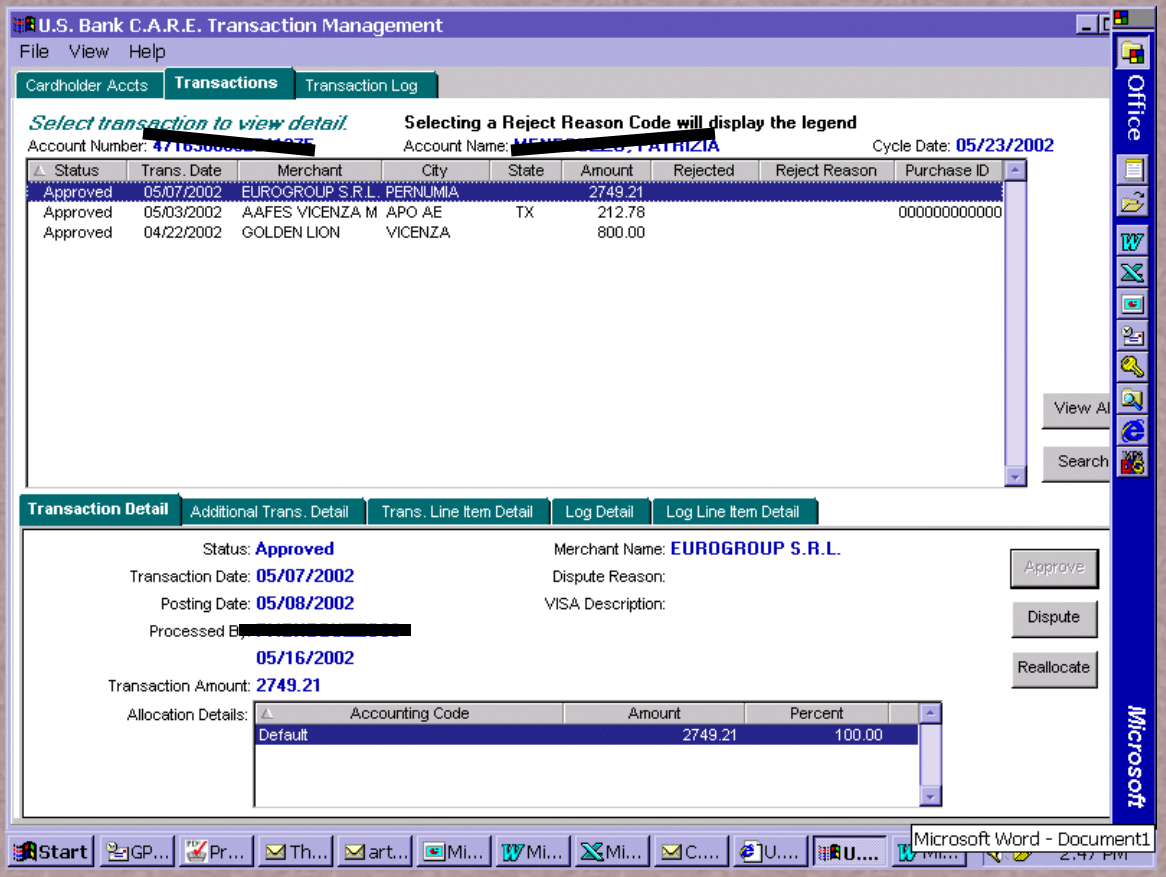
Then click on the tab "Transaction".



CARE EDI

You can see all the purchases that have been made on this billing cycle thus far. You can see the status, date of transaction, merchant, etc.

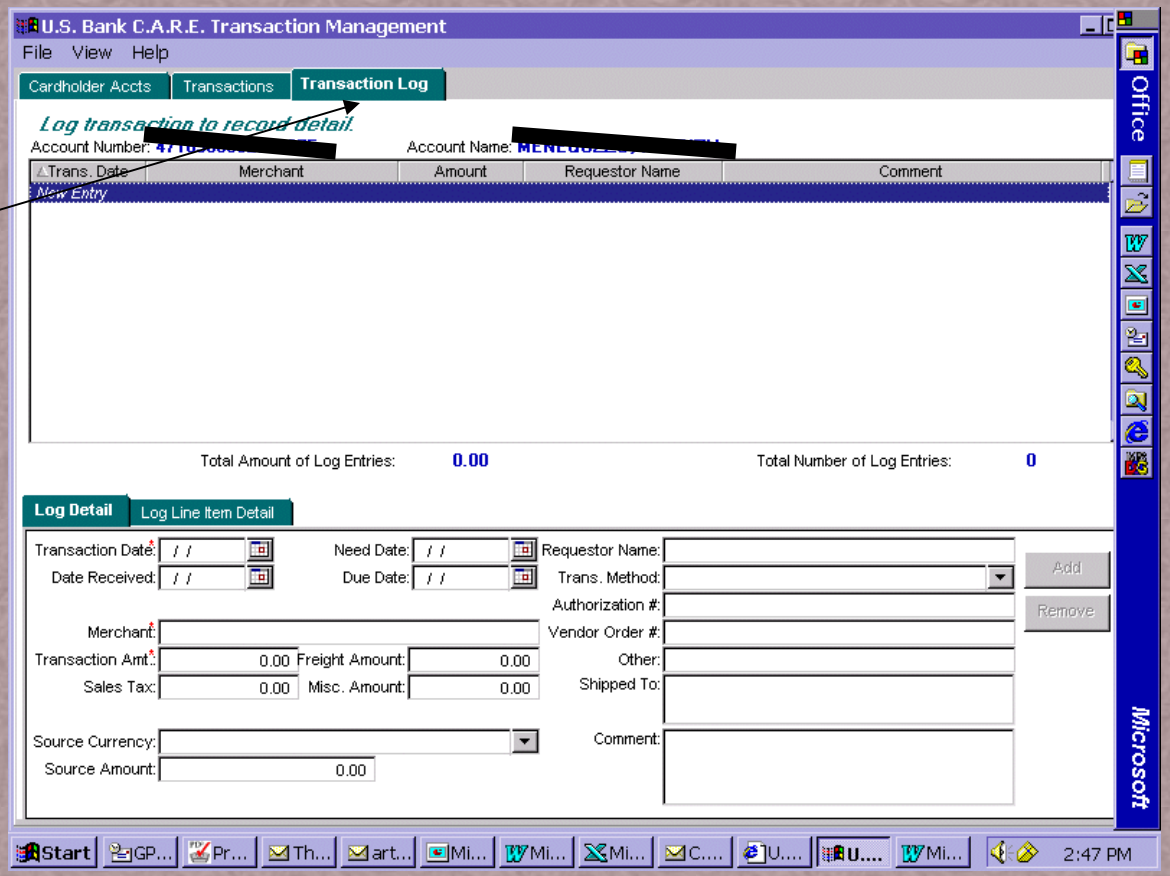
Under the Transaction Tab, you will see 5 other tabs. You can move from one to the other. Each time you highlight a purchase, the transaction detail information changes.



CARE EDI

Tab over to Transaction Log.

This is where you record the purchase, whether it is been processed by the bank or not. This is a MANDATORY action. The fields with red * are mandatory fields.



CARE EDI

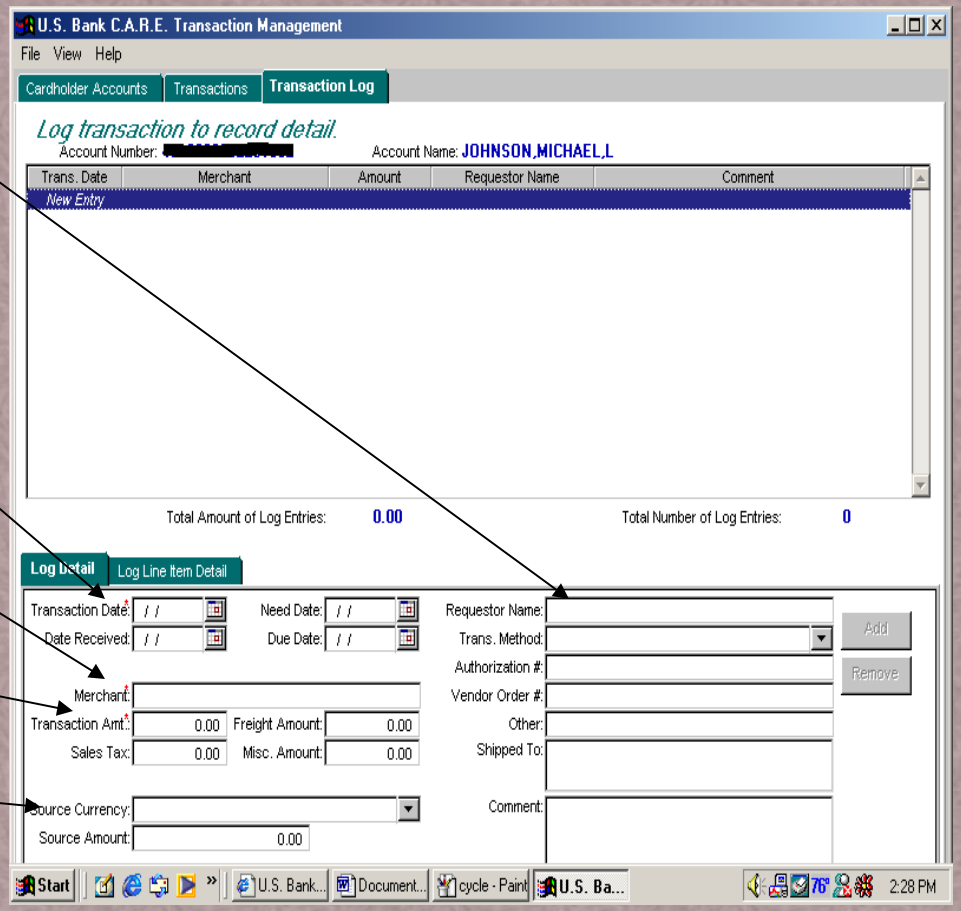
Name of requestor

Enter the date of the order. (Click on the calendar button next to the date to enter the information.

Enter Contractor/merchant name.

Total cost of the purchase.

Currency used, amount in foreign currency.
GSA number, COMM CSRD coordination# and item description.

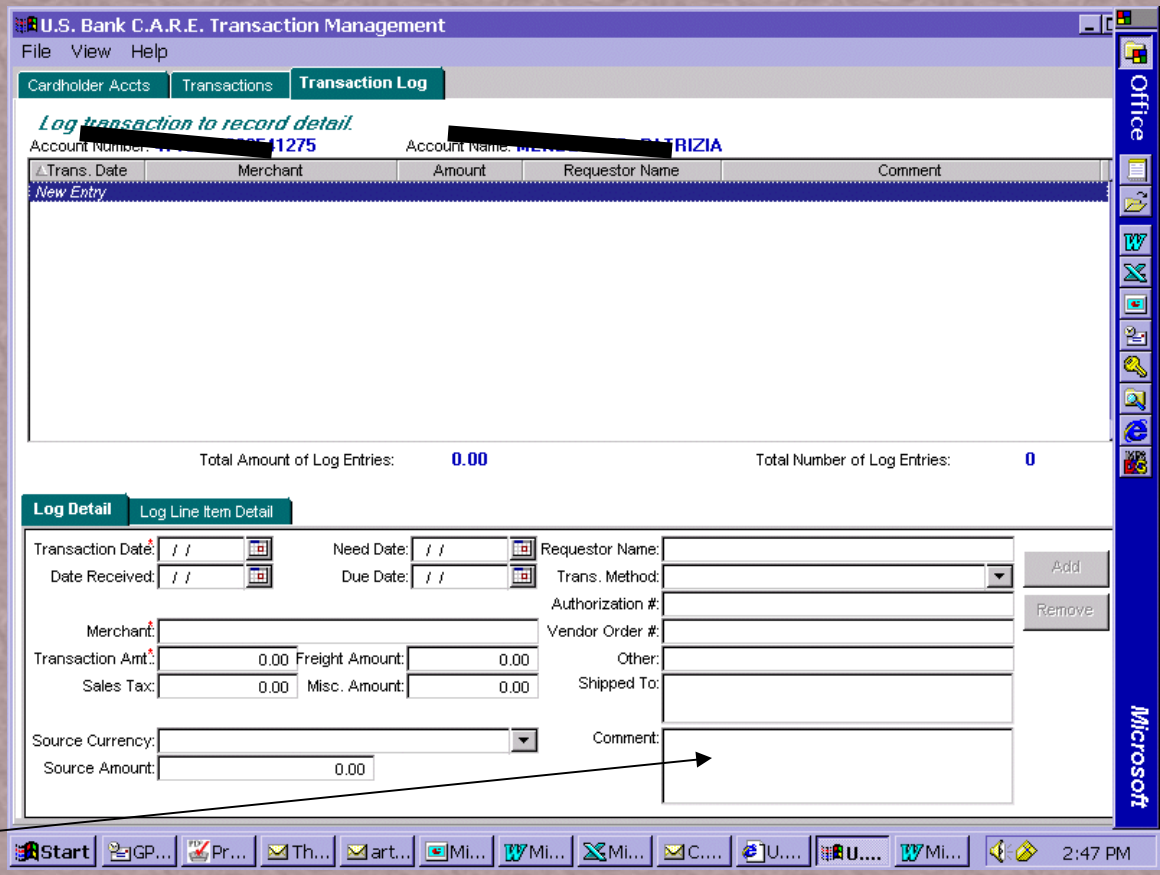


CARE EDI

Comments should be filled in when purchases are made in foreign currency.
EXAMPLE: Make a purchase in Euro. The amount is 2,000 Euro. You obligate at the rate of 1.2803 Euro per $1. Thus, you have obligated from your funds, $1,562.13.
The bank uses the daily rate. If the rate is 1.08 that day, the amount the bank will register in US dollars is: $1,851.85. The difference in the two rates is $289.72.

In the comments section, you will make the following record:

Budget Amount: $1,562.13

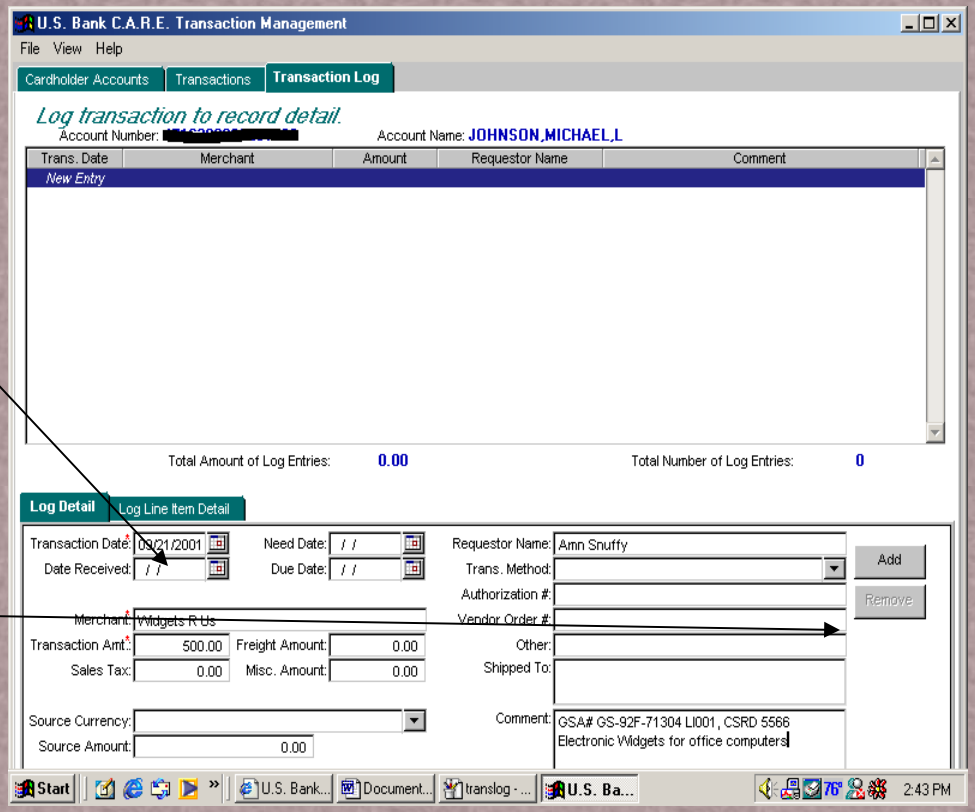


CARE EDI

EXAMPLE:

For this purchase SGT Snuffy needed office supplies. My billing official approved my purchase request. I went to GSA Advantage. Since I bought a variety of supplies I don't have a detailed receipt, I now must go into the Log Line Item Detail tab to enter the unit price and quantities. If I do have a detailed receipt I can enter in the comment section to check receipt for items purchased.

NOTE: If you have a detailed receipt and you will not be using the Log Line Item Detail tab, you must click on the ADD button to add this entry to your log.

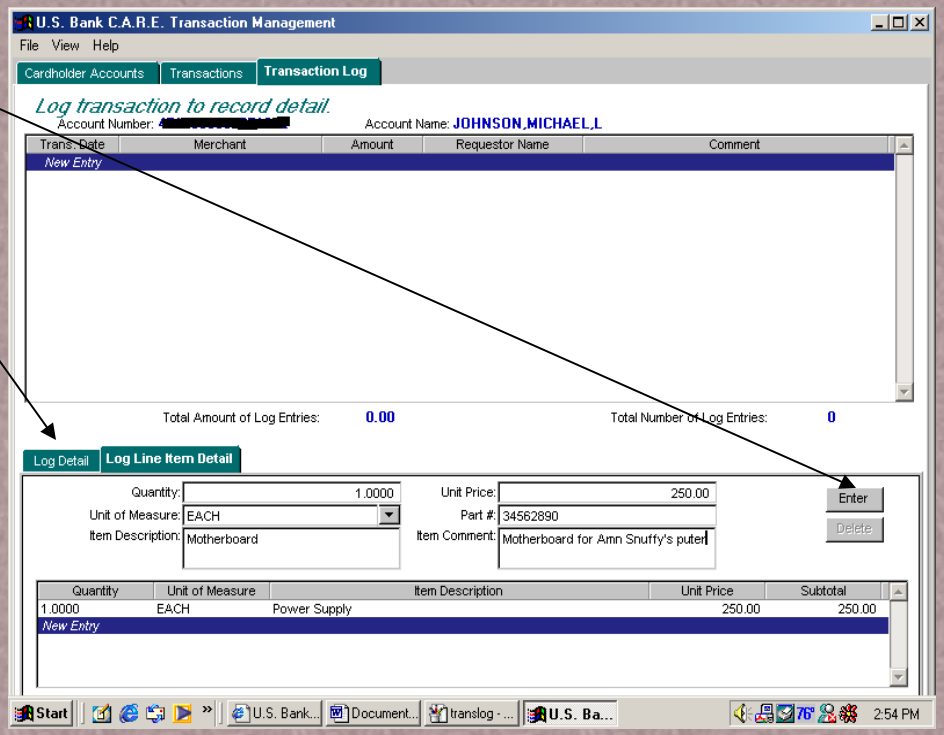


CARE EDI

Now that I have entered the other items purchased on this transaction I can click the enter button.

Now that I have entered items I have to go back to the “Log Detail” tab and add the transactions.

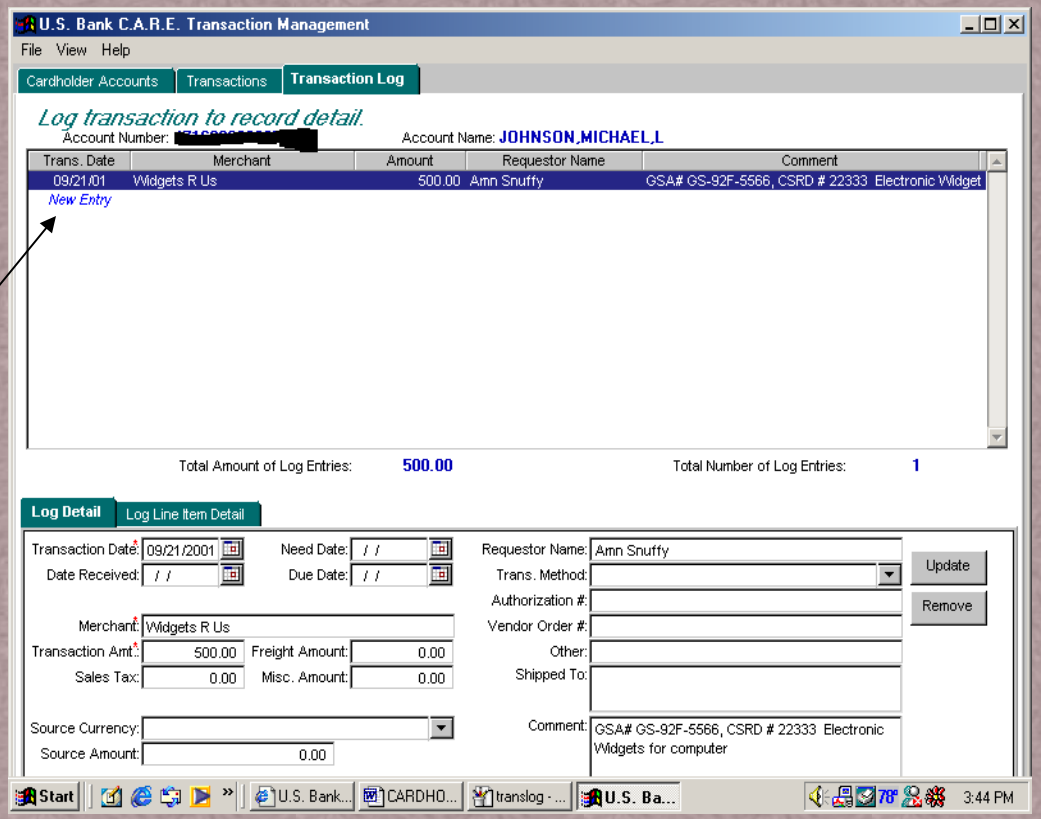
I entered the specific information then clicked on the “enter” button.



CARE EDI

The item is now on the transaction log. I have clicked the “update” button and it now shows in the transaction log.

Return to the Transaction Tab.

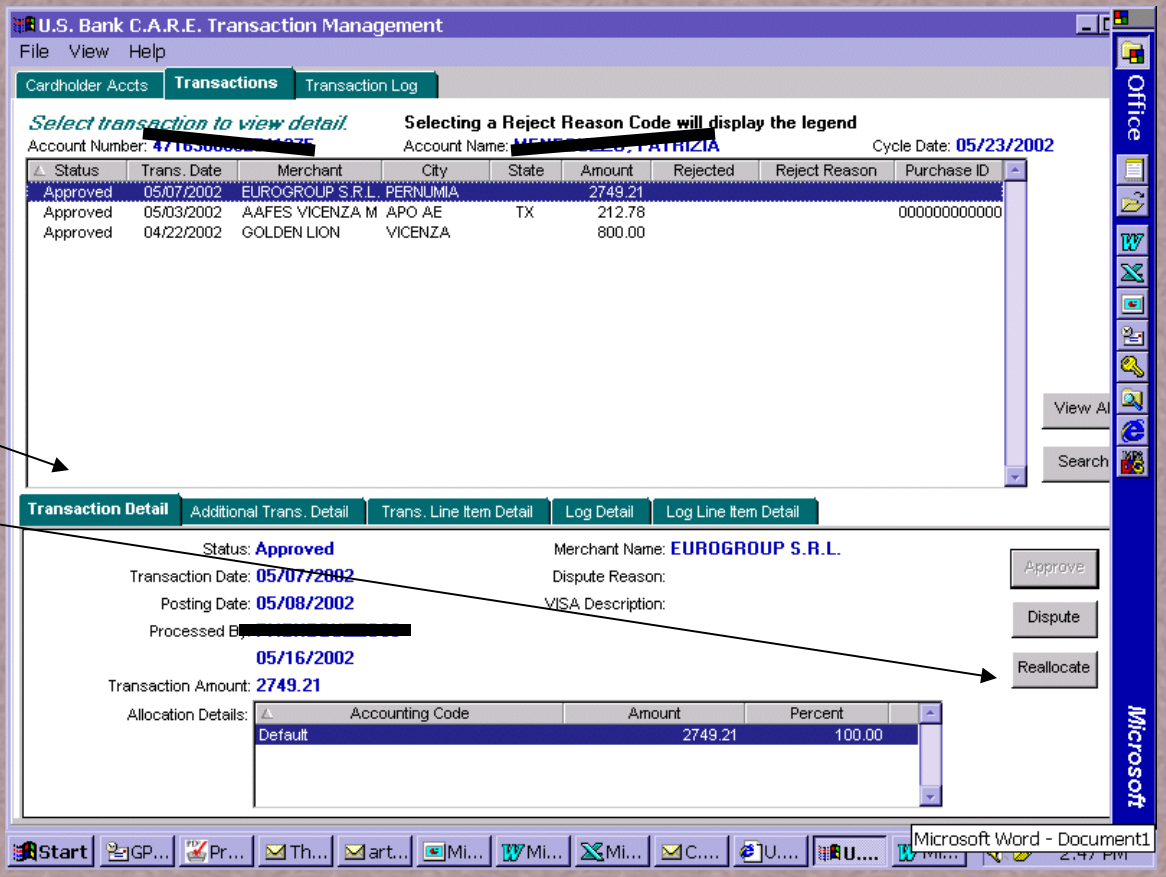


CARE EDI

Reallocation:

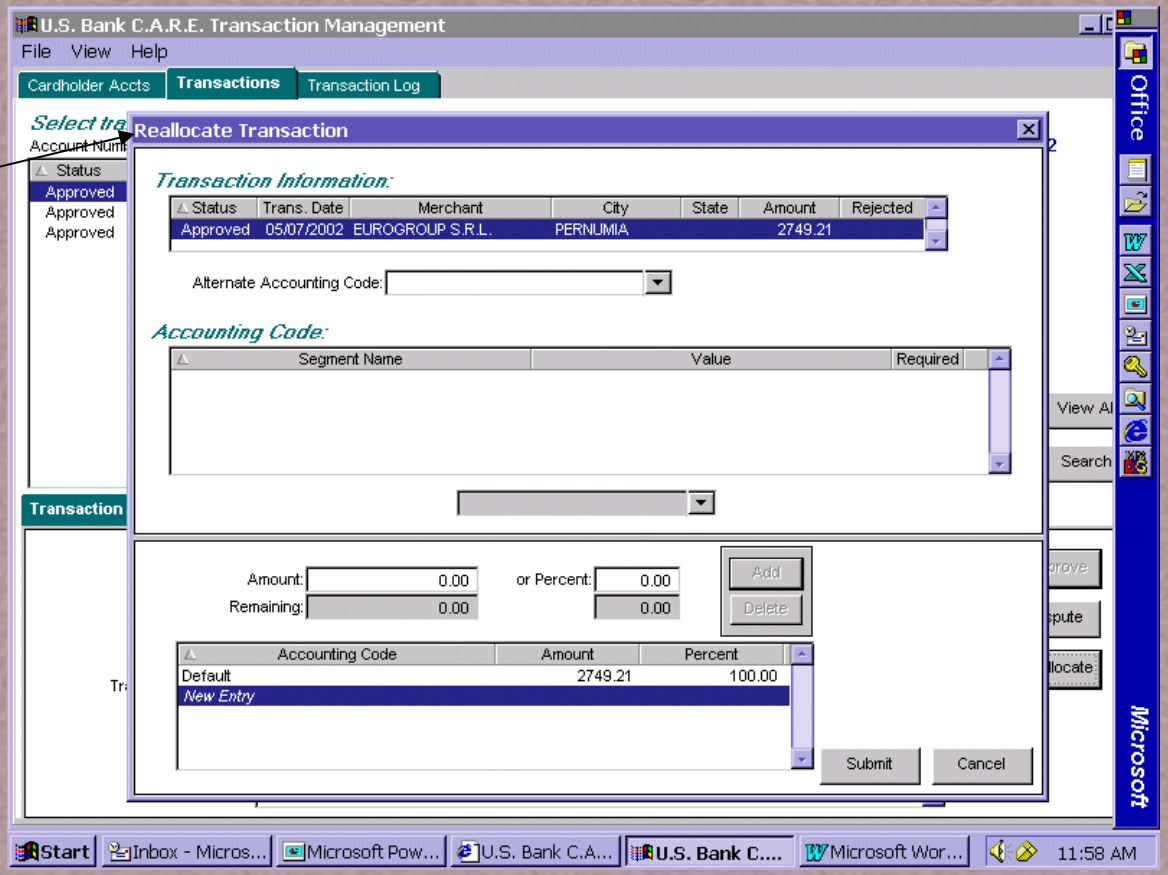
Reallocation is for those activities that will have more than one fund cite. In the Transactions Tab, go to Transaction Detail.

Click on Reallocate



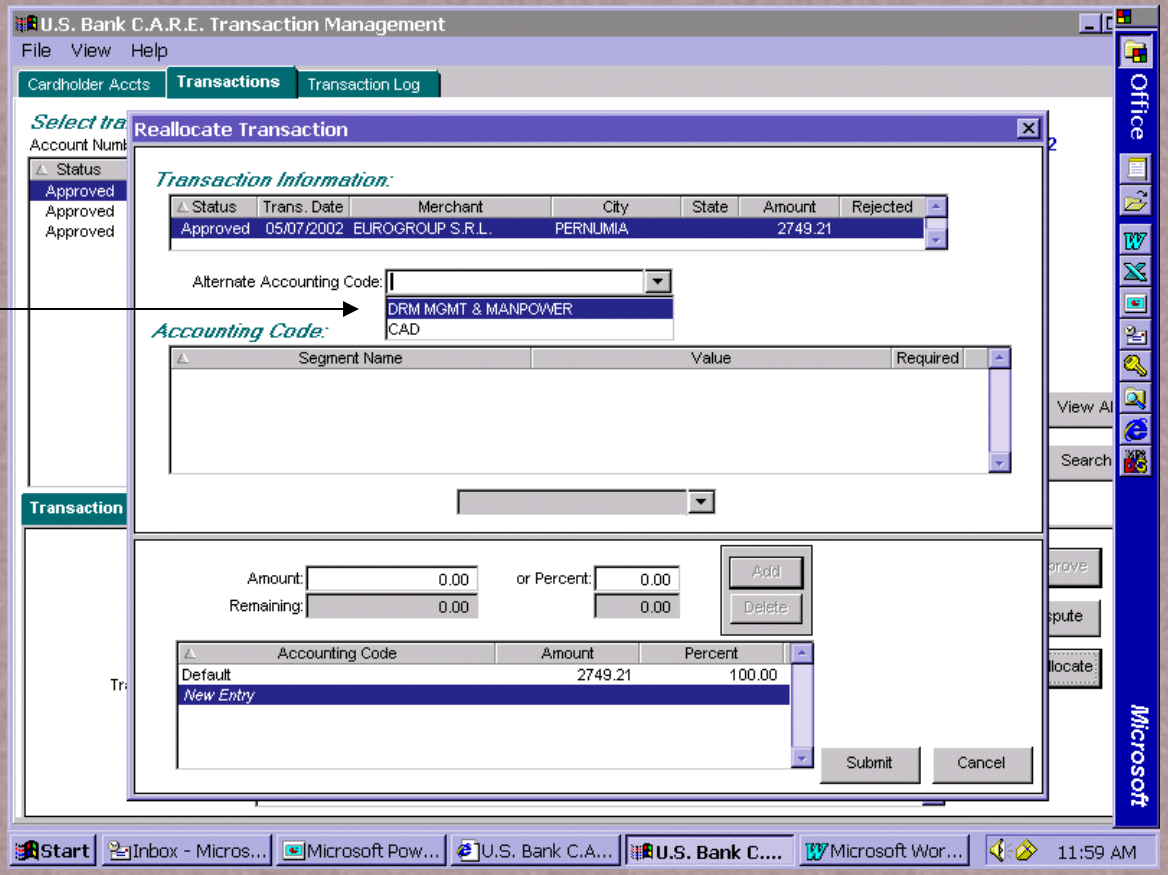
CARE EDI

This screen, “Reallocate Transaction” will come up. Right now all the fields are blank.



CARE EDI

Next to Alternate Accounting Code, there is a drop down list. Choose the correct allocation.

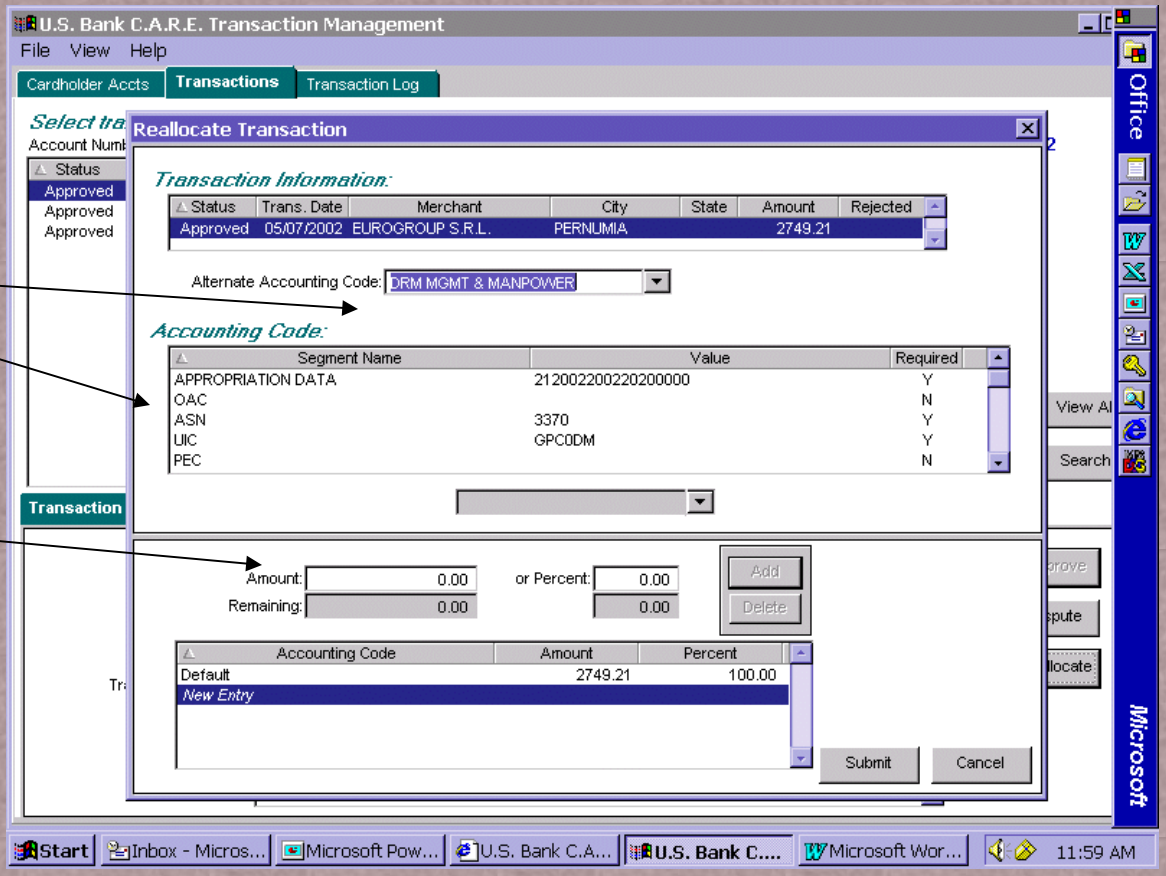


CARE EDI

Once you have chosen the allocation, the Accounting Code information automatically populates.
(You cannot change this information)

Type in the Amount.

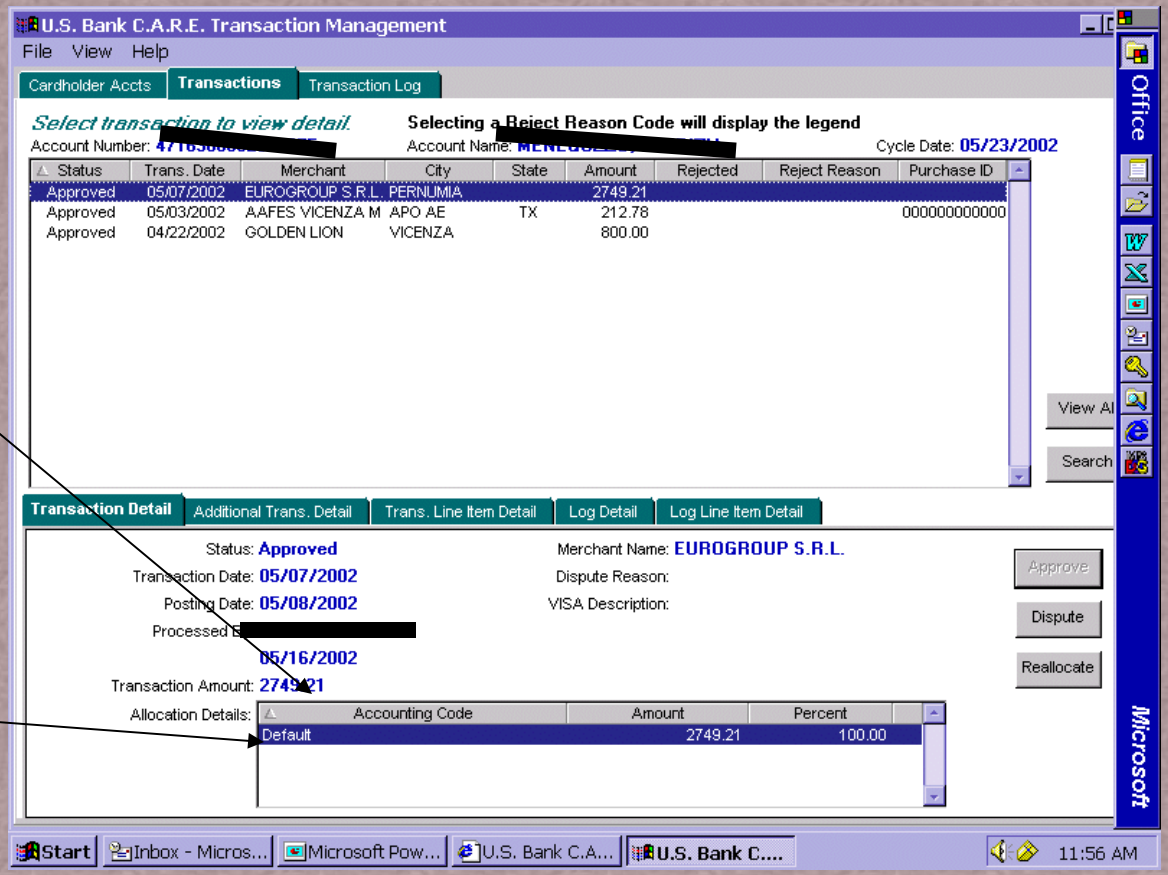
You can then submit or cancel out. If you make a mistake, you can return to this even after the transaction has been approved.



CARE EDI

The allocation information can seen at the bottom of the Transaction Detail Tab.

Reallocation will be used by very few. If you don't reallocate, you won't even see your fund cite. It is called default.

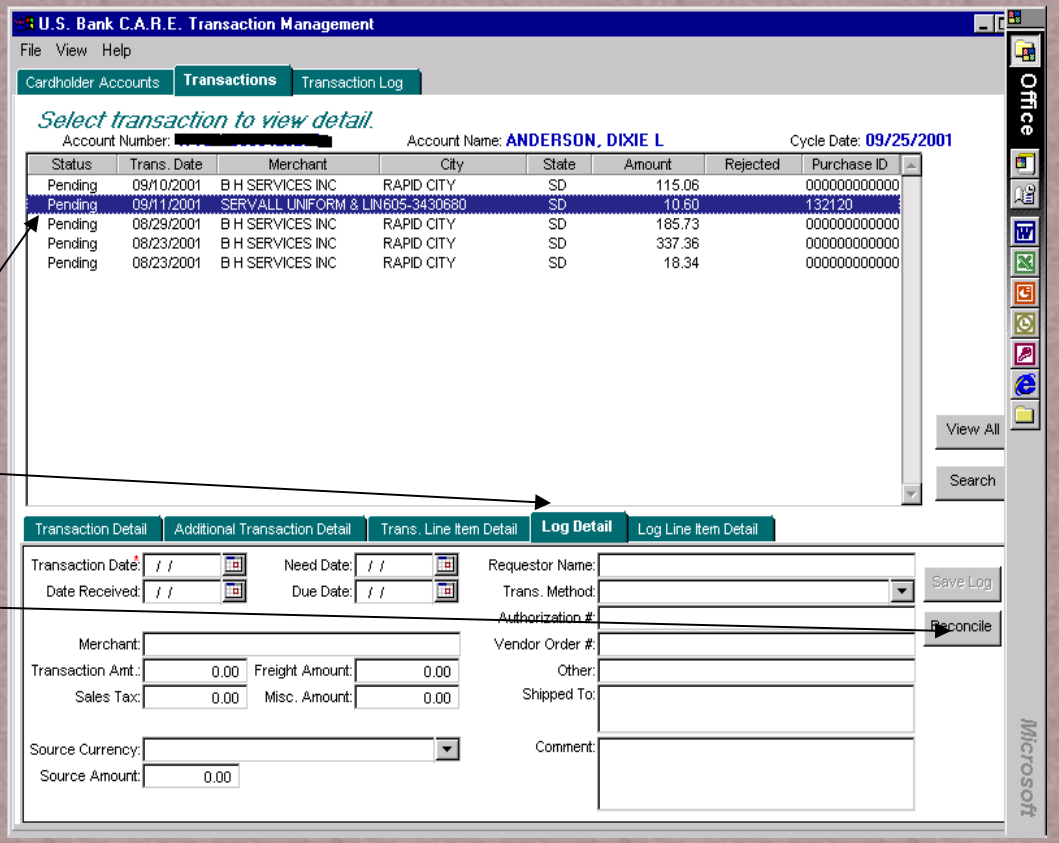


CARE EDI

This cardholder is ready to reconcile their September account. She looked at the Transactions tab and the vendor charges and checked them against her Transaction Log and found/adjusted her log entries to match the bank entries. For this example we are reconciling a charge for $10.60.

Once you have highlighted the entry you want to reconcile, click on the reconcile button located on the Log Detail tab.

NOTE: Notice the blocks in the Log Detail tab are currently blank.



CARE EDI

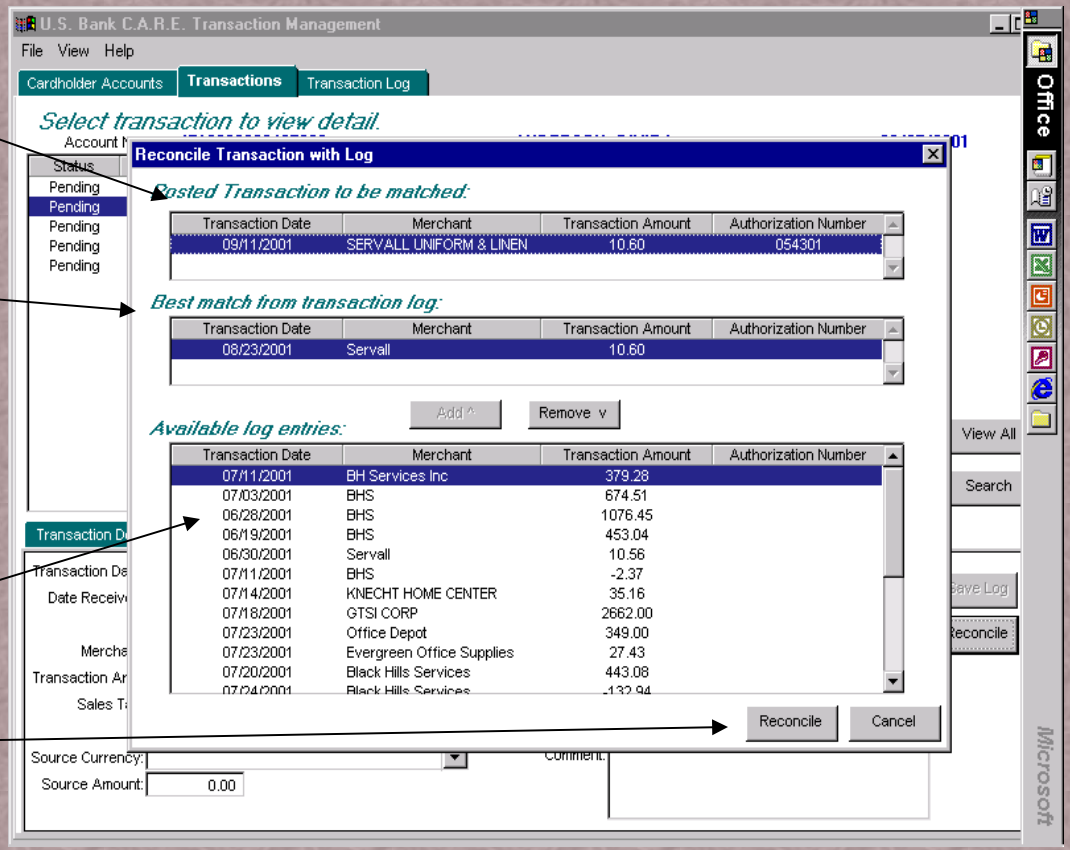
This part of the new screen reflects the line item you highlighted on the transaction tab.

This part of the screen shows the entry the computer believes to be a “match” for reconciliation. Pay attention and verify that is actually the item from the Transaction Log you want to reconcile.

These are the purchases reflected on your Transaction Log.

When you are ready to reconcile, click here.

This will approve the purchase and you can make no other changes to the log.



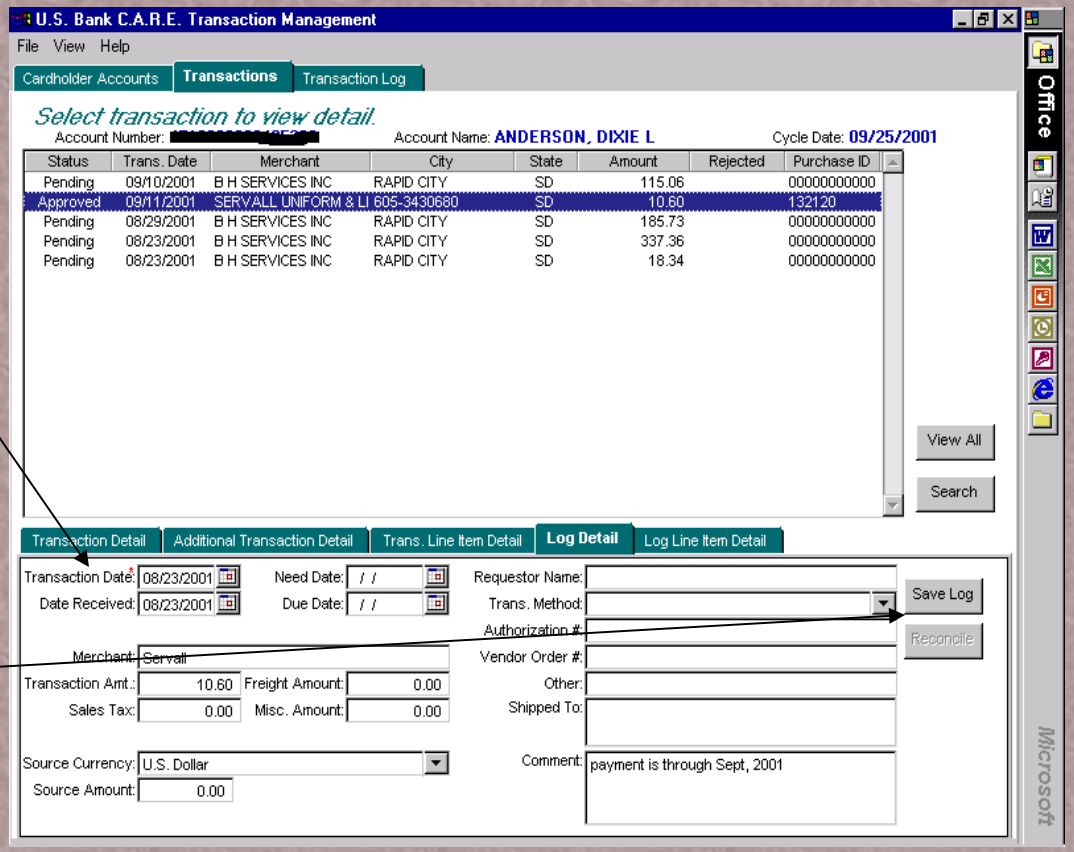
CARE EDI

The transaction has now "reconciled" and the item is dropped from your Transaction Log.

As you can see, the Log Detail tab now has data in it. If you also had entries in the Log Line Item Detail tab, it too will now be filled with the data. Look at the status of the purchase. It will change from "pending" to "approved".

Now that you have verified the data, click on "Save Log" button to complete the action.

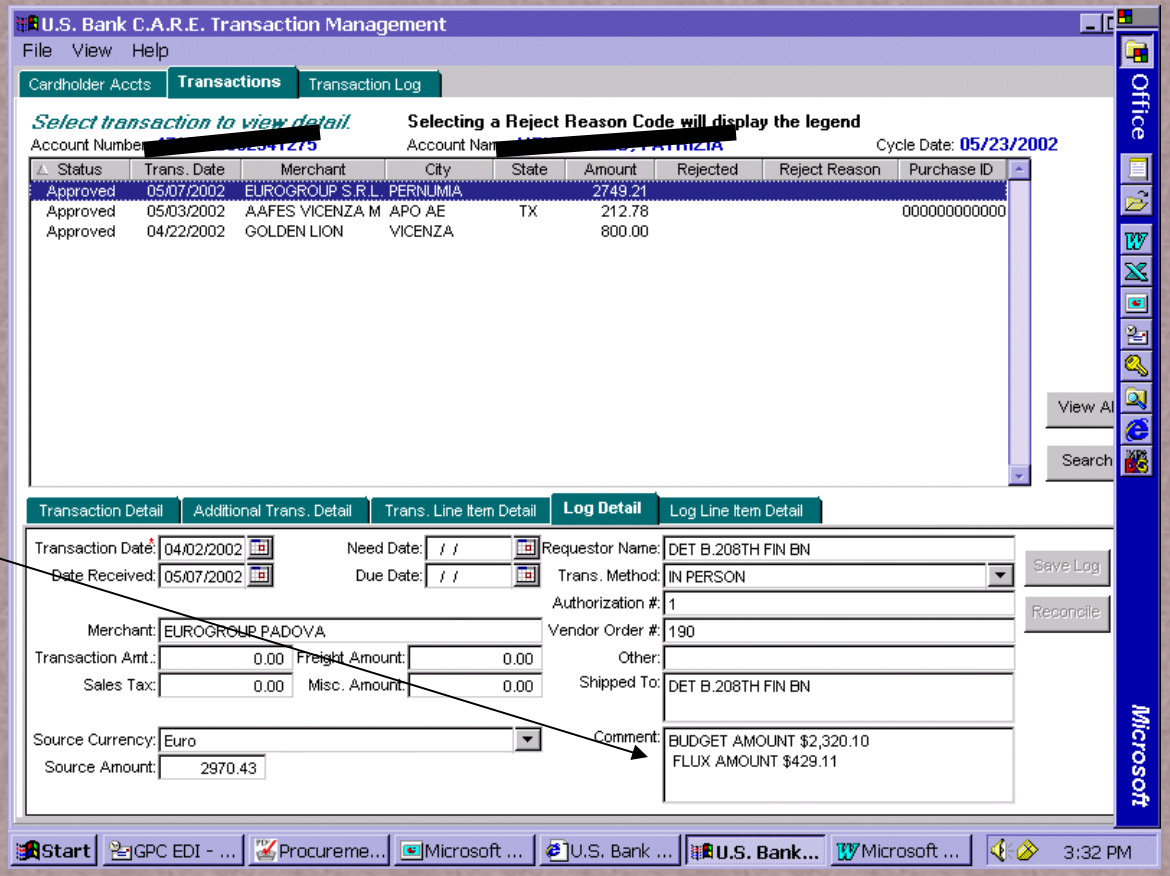
You can now continue to reconcile the remaining items on the Transactions tab.


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accounts
Transactions
Transaction Log
Select transaction to view detail.
Account Number:
Account Name: ANDERSON, DIXIE L
Cycle Date: 09/25/2001
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Purchase ID
Pending | 09/10/2001 | B H SERVICES INC | RAPID CITY | SD | 115.06 | | 00000000000
Approved | 09/11/2001 | SERVALL UNIFORM & LI | 605-3430680 | SD | 10.60 | | 132120
Pending | 08/29/2001 | B H SERVICES INC | RAPID CITY | SD | 185.73 | | 00000000000
Pending | 08/23/2001 | B H SERVICES INC | RAPID CITY | SD | 337.36 | | 00000000000
Pending | 08/23/2001 | B H SERVICES INC | RAPID CITY | SD | 18.34 | | 00000000000
View All
Search
Transaction Detail
Additional Transaction Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date: 08/23/2001
Date Received: 08/23/2001
Need Date:
Due Date:
Requestor Name:
Trans. Method:
Authorization #:
Merchant: Servall
Vendor Order #:
Transaction Amt.: 10.60
Freight Amount: 0.00
Other:
Sales Tax: 0.00
Misc. Amount: 0.00
Shipped To:
Source Currency: U.S. Dollar
Source Amount: 0.00
Comment: payment is through Sept, 2001
Save Log
Reconcile

CARE EDI

When you have completed the Transaction Log, and the reconcile process complete, the information from the Transaction Log will automatically populate the Log Detail Tab.

Notice the Comments.



CARE EDI

APPROVING YOUR TRANSACTIONS

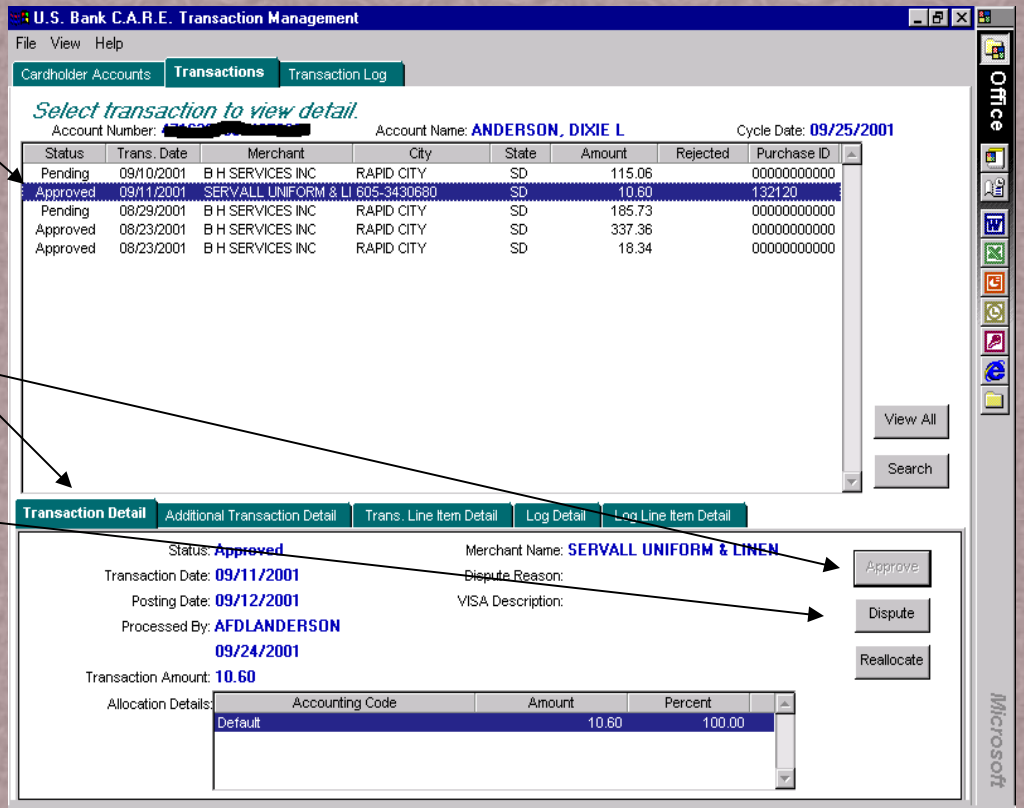
The reconcile action should also approve your transactions. Please note: occasionally, after you complete the reconcile action the Approve button is still accessible. If the approve button is accessible, here are the steps to take to approve the transaction.

Click on the transaction you wish to approve.

Click on the Transaction Detail tab.

Click on the Approve Button.
(As you can see from this example, the reconcile already approved the transaction)

DISPUTING Transactions can be done in CARE. Highlight the transaction and in Transaction Detail Tab, click Dispute.

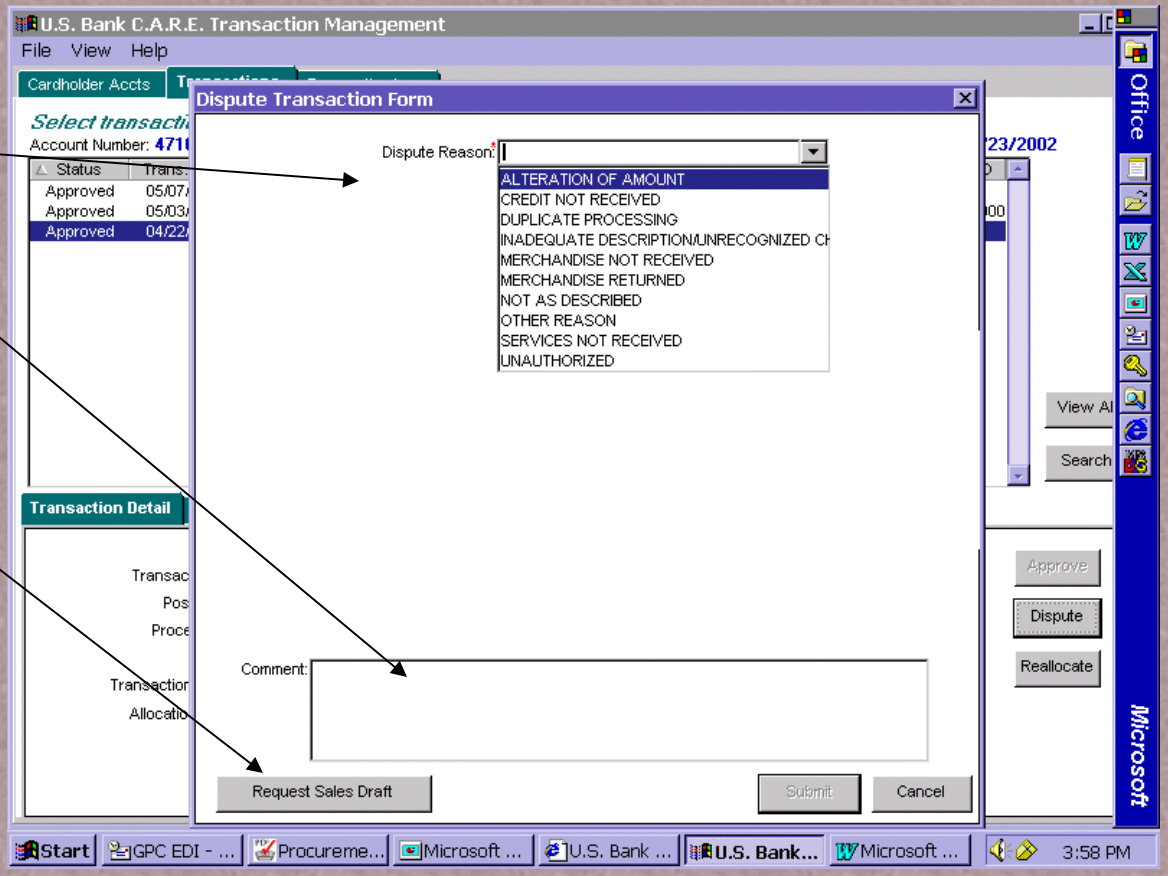


CARE EDI

A Drop Down List will giveyou possible Reasons for the Dispute.

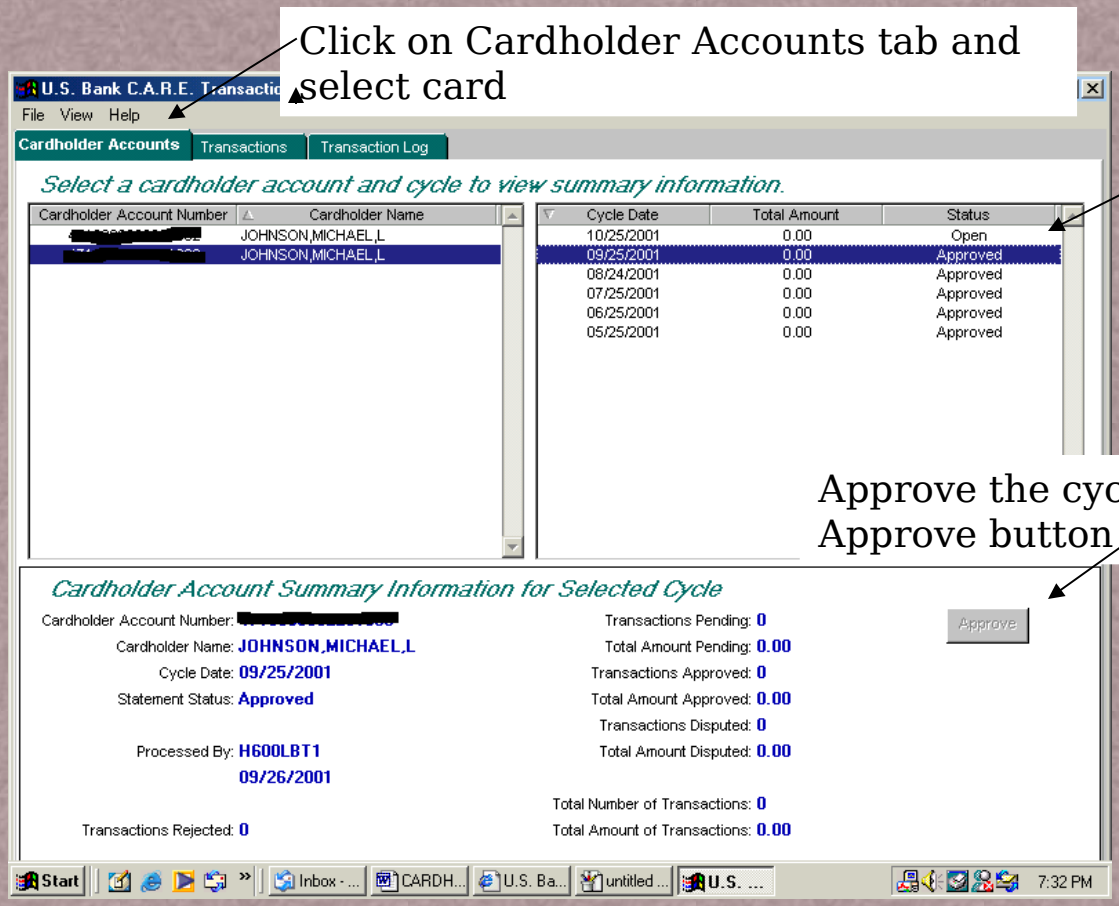
You can use the comments sections to provide any additional information.

You can Request a Sales Draft and either submit or cancel.



CARE EDI

After you have reconciled/approved all your transactions for the billing cycle, you may now proceed to approve your statement.



CARE EDI

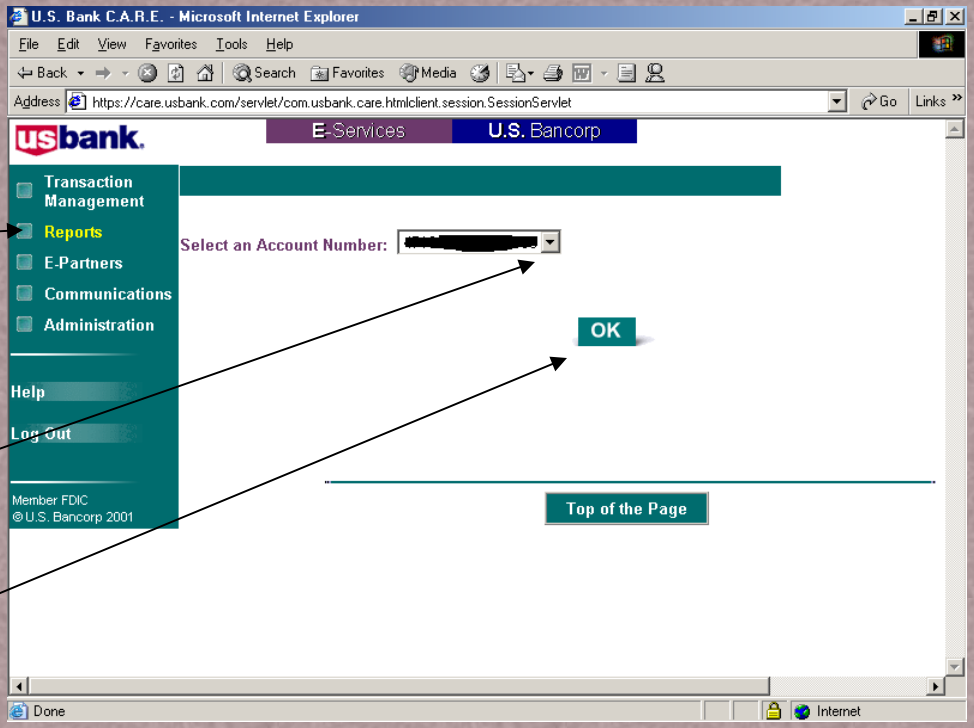
D. PRINTING YOUR MONTHLY STATEMENT

NOTE: All transactions must be approved prior to approving monthly statement and printing monthly statement.

After you login, click on Reports.

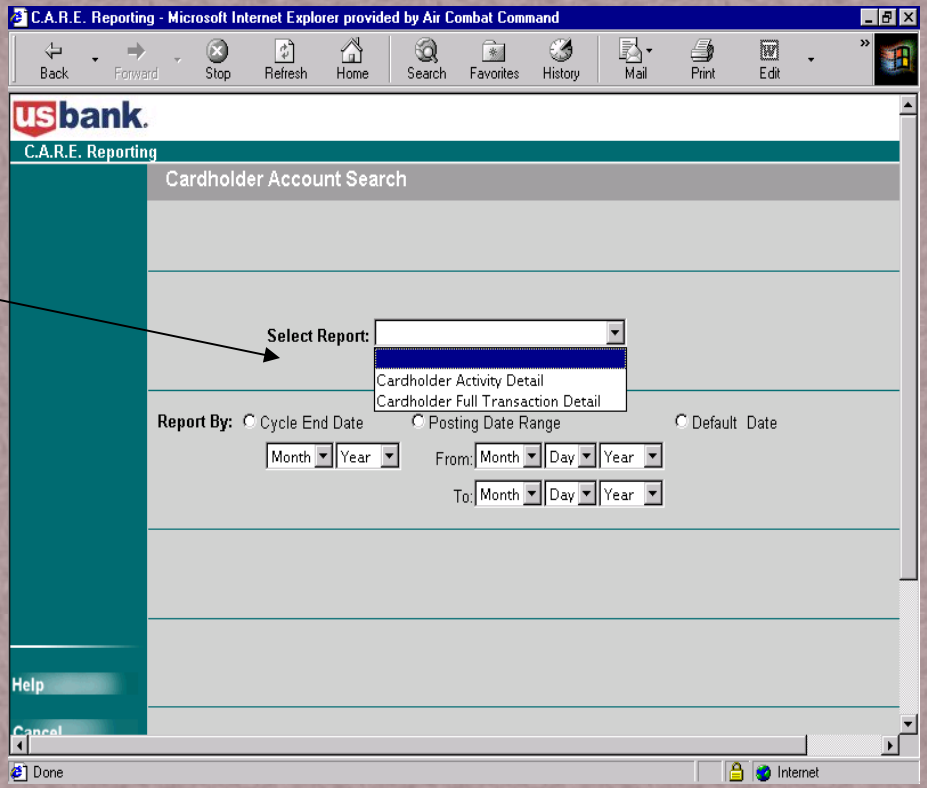
If you have more than one account, click the down arrow and select the account you want to work with.

Click OK



CARE EDI

Select the Cardholder Full Transaction Detail from the drop down menu.



CARE EDI

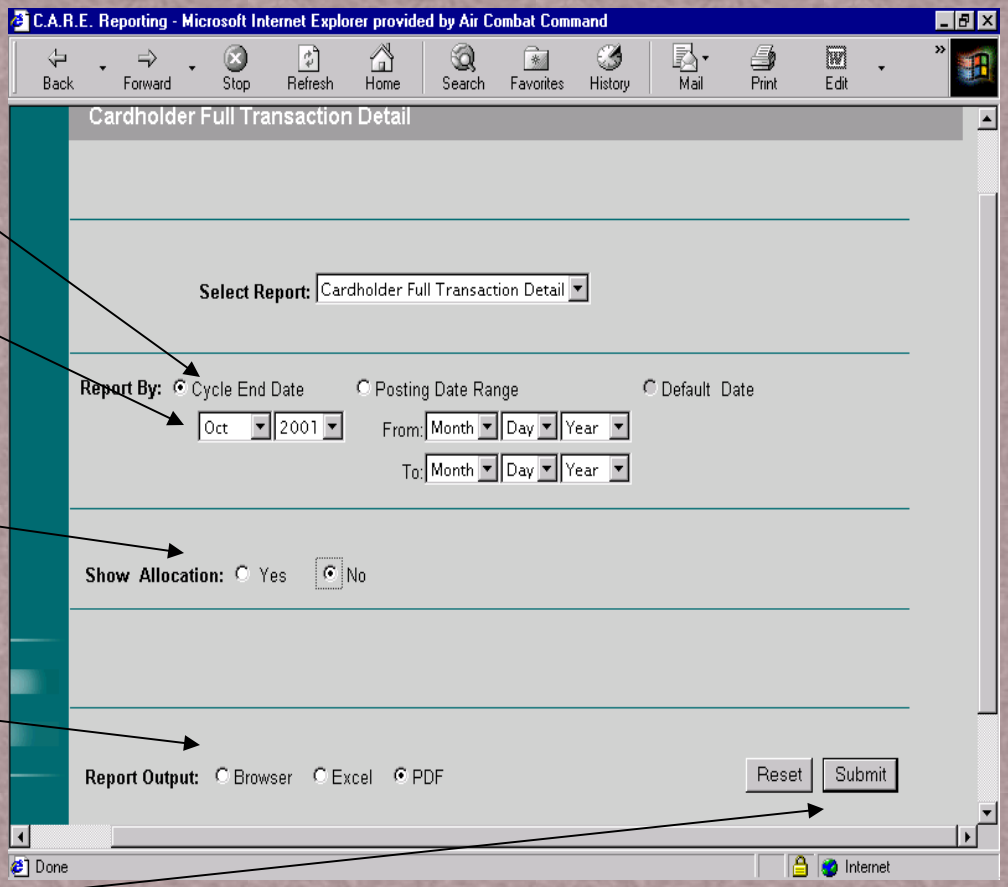
The report you want to select is "Report By: Cycle End Date".

From the drop down menus, select the appropriate Month and Year.

Select the "No" radio button for Show Allocation. If you select "Yes" it shows all the accounting classification data for your purchases.

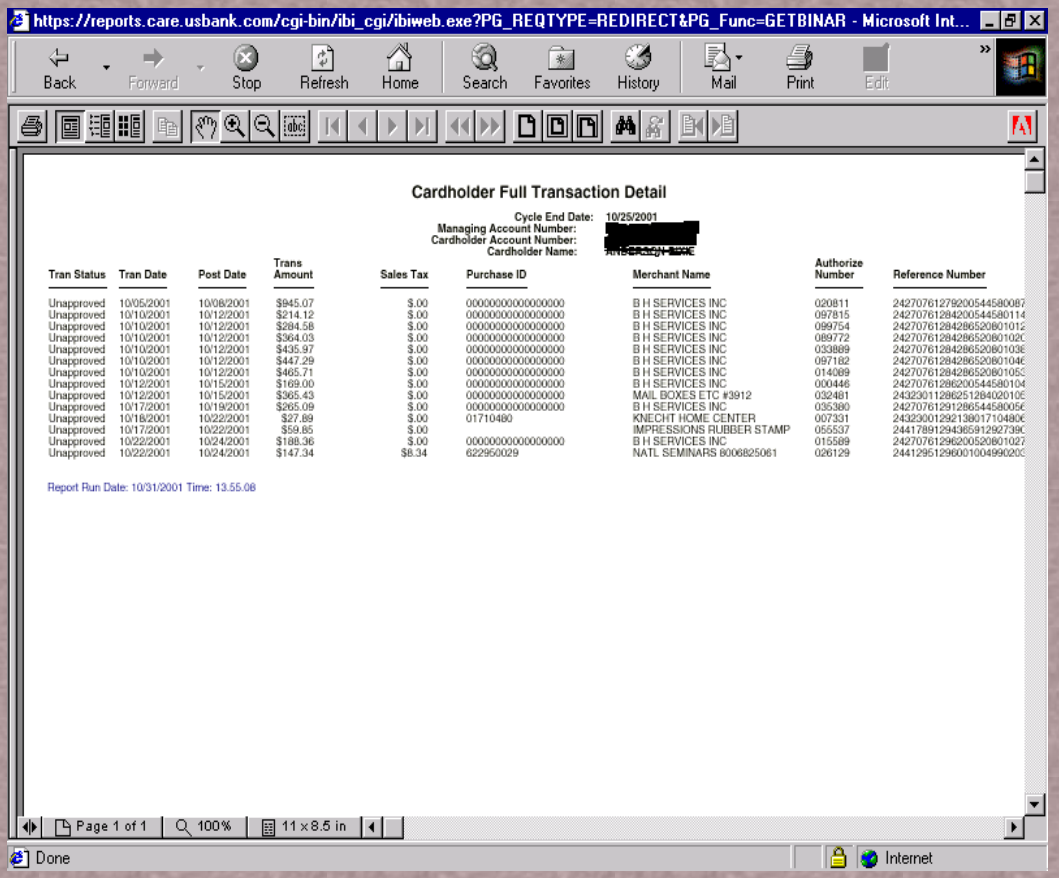
For the Report Output, you can select any one of these. For the best print and legibility, select the "PDF" radio button.

Now you can click on "SUBMIT" to generate the report.



CARE EDI

This is the report you will see. It has all the data required and is easy to follow. To get all the information, you need to print it as “Landscape” on your printer.


https://reports.care.usbank.com/cgi-bin/ibi_cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR - Microsoft Int...
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Edit
Cardholder Full Transaction Detail
Cycle End Date: 10/25/2001
Managing Account Number:
Cardholder Account Number:
Cardholder Name:
Tran Status | Tran Date | Post Date | Trans Amount | Sales Tax | Purchase ID | Merchant Name | Authorize Number | Reference Number
Unapproved | 10/05/2001 | 10/08/2001 | $945.07 | $.00 | 00000000000000000 | B H SERVICES INC | 020811
Unapproved | 10/10/2001 | 10/12/2001 | $214.12 | $.00 | 00000000000000000 | B H SERVICES INC | 097815
Unapproved | 10/10/2001 | 10/12/2001 | $284.58 | $.00 | 00000000000000000 | B H SERVICES INC | 099754
Unapproved | 10/10/2001 | 10/12/2001 | $364.03 | $.00 | 00000000000000000 | B H SERVICES INC | 089772
Unapproved | 10/10/2001 | 10/12/2001 | $435.97 | $.00 | 00000000000000000 | B H SERVICES INC | 033889
Unapproved | 10/10/2001 | 10/12/2001 | $447.29 | $.00 | 00000000000000000 | B H SERVICES INC | 097182
Unapproved | 10/10/2001 | 10/12/2001 | $465.71 | $.00 | 00000000000000000 | B H SERVICES INC | 014089
Unapproved | 10/12/2001 | 10/15/2001 | $169.00 | $.00 | 00000000000000000 | B H SERVICES INC | 000446
Unapproved | 10/12/2001 | 10/15/2001 | $365.43 | $.00 | 00000000000000000 | MAIL BOXES ETC #3912 | 032481
Unapproved | 10/17/2001 | 10/19/2001 | $265.09 | $.00 | 00000000000000000 | B H SERVICES INC | 035380
Unapproved | 10/18/2001 | 10/22/2001 | $27.89 | $.00 | 01710480 | KNECHT HOME CENTER | 007331
Unapproved | 10/17/2001 | 10/22/2001 | $59.85 | $.00 | | IMPRESSIONS RUBBER STAMP | 055537
Unapproved | 10/22/2001 | 10/24/2001 | $188.36 | $.00 | 00000000000000000 | B H SERVICES INC | 015589
Unapproved | 10/22/2001 | 10/24/2001 | $147.34 | $8.34 | 622950029 | NATL SEMINARS 8006825061 | 026129
Report Run Date: 10/31/2001 Time: 13.55.08
Page 1 of 1
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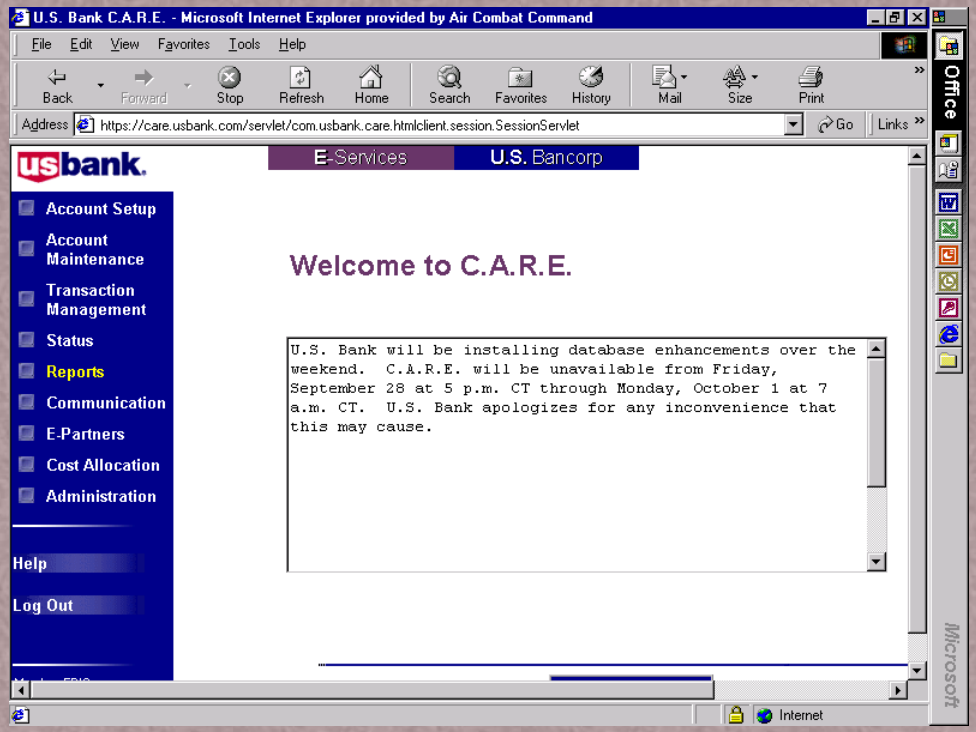
End of Cardholders Procedures Sections

CARE EDI

BILLING OFFICIALS INSTRUCTIONS FOR OPERATION OF C.A.R.E.

Log into CARE.

Click on Transaction Management. (It takes a while to load so be patient)


U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Air Combat Command
File Edit View Favorites Tools Help
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Address https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet
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usbank.
E-Services
U.S. Bancorp
Account Setup
Account Maintenance
Transaction Management
Status
Reports
Communication
E-Partners
Cost Allocation
Administration
Help
Log Out
Welcome to C.A.R.E.
U.S. Bank will be installing database enhancements over the weekend. C.A.R.E. will be unavailable from Friday, September 28 at 5 p.m. CT through Monday, October 1 at 7 a.m. CT. U.S. Bank apologizes for any inconvenience that this may cause.
Internet
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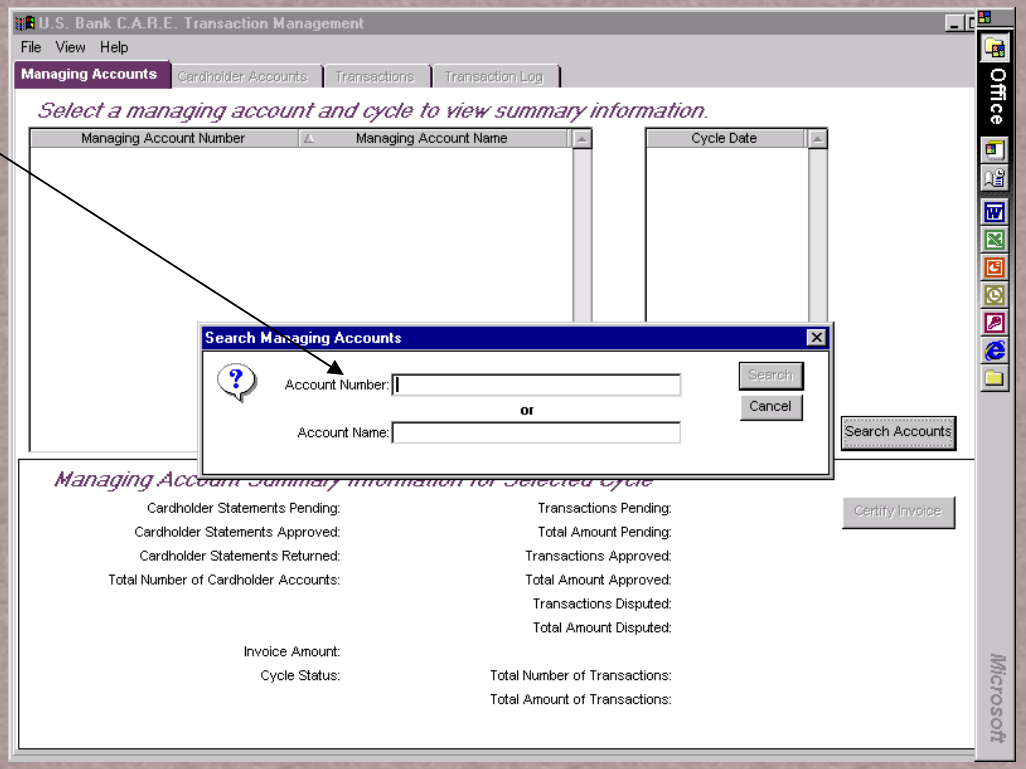
Microsoft

CARE EDI

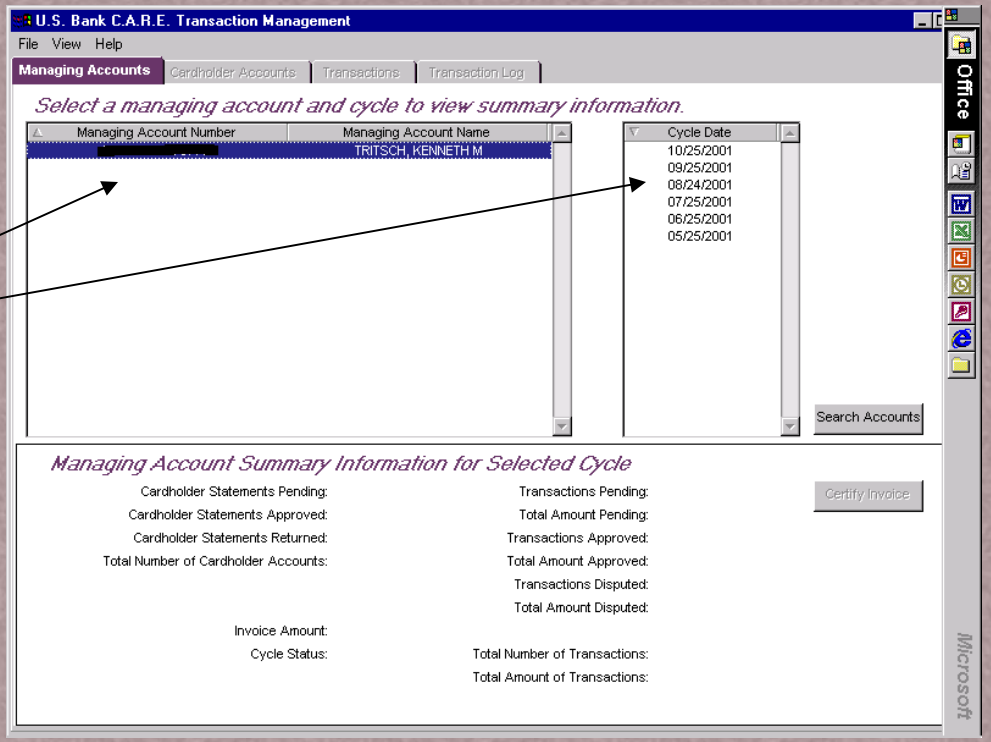
Enter your Billing Official account number here.



CARE EDI

Highlight the account then click on the cycle you wish to review.

In this example we will be looking at 9/25/01 cycle.

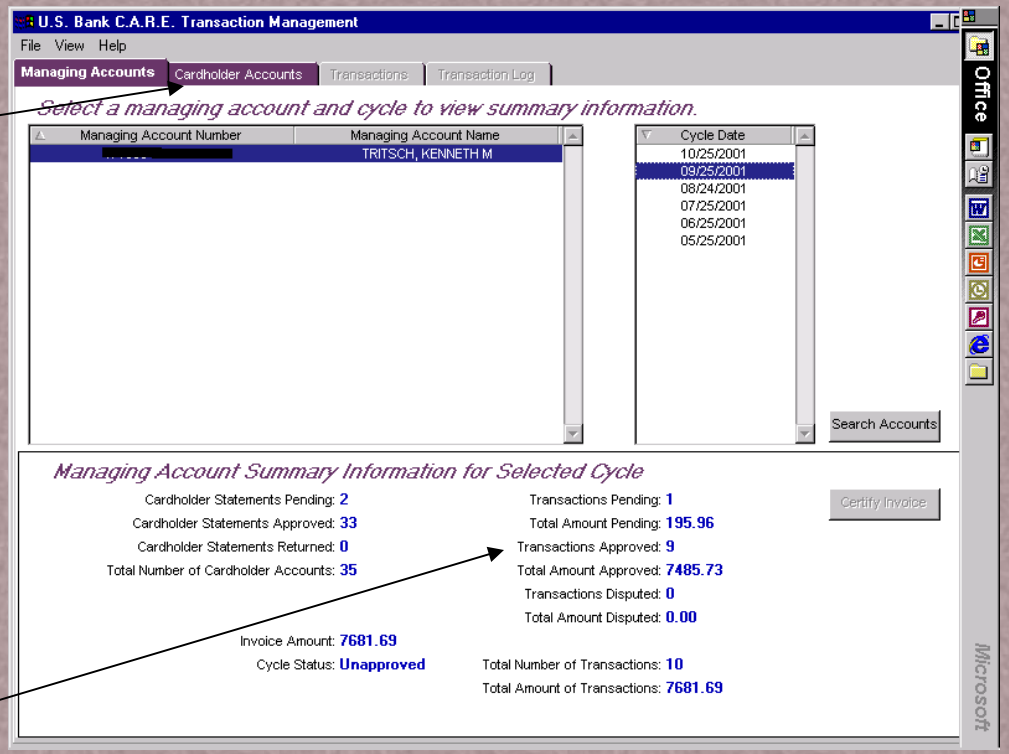


CARE EDI

You will notice now that the “Cardholders Accounts” tab is highlighted.

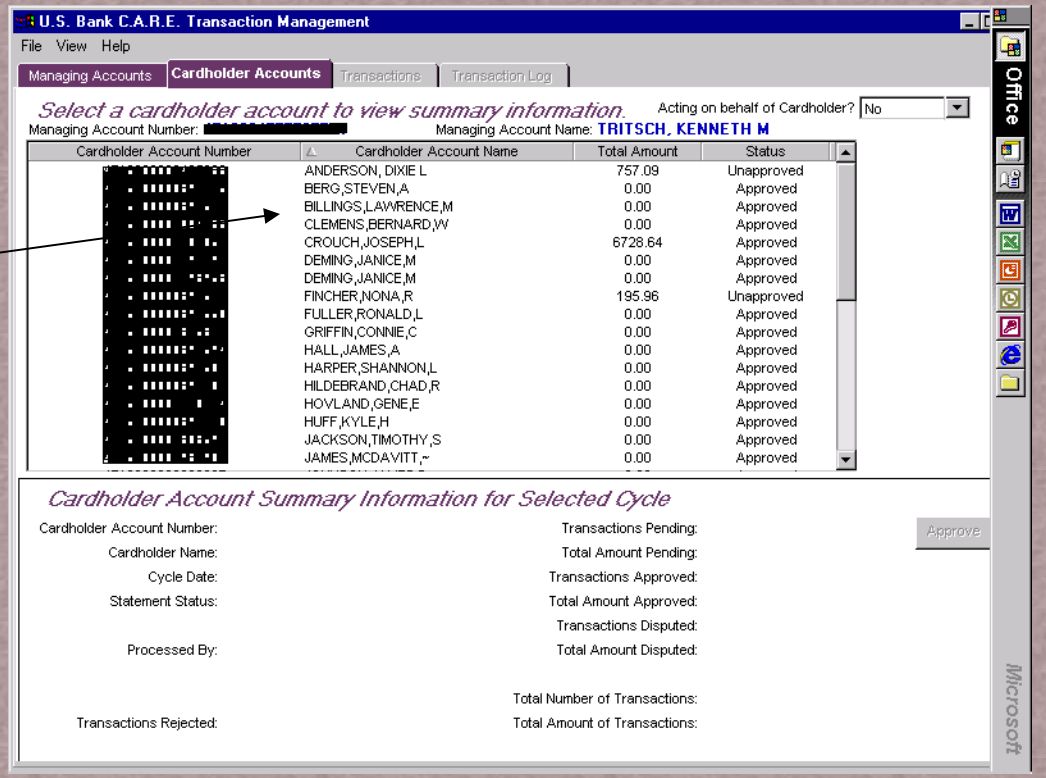
Click on the Cardholders Accounts tab.

You can also see the total amount of expenditures pending on this account for the cycle selected.



CARE EDI

Now select the cardholder you want to look at by clicking once on their name.

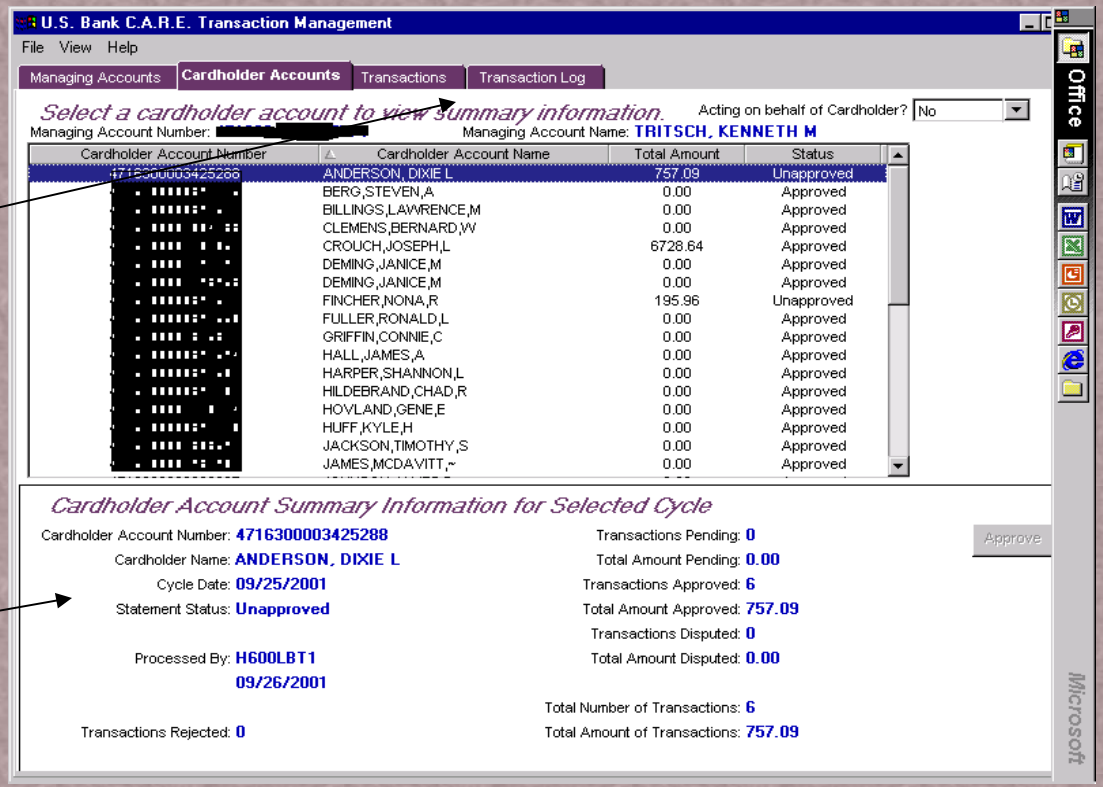


CARE EDI

Now the Transactions Tab and the Transaction Log tabs have been highlighted and are available.

Click on the Transactions Tab.

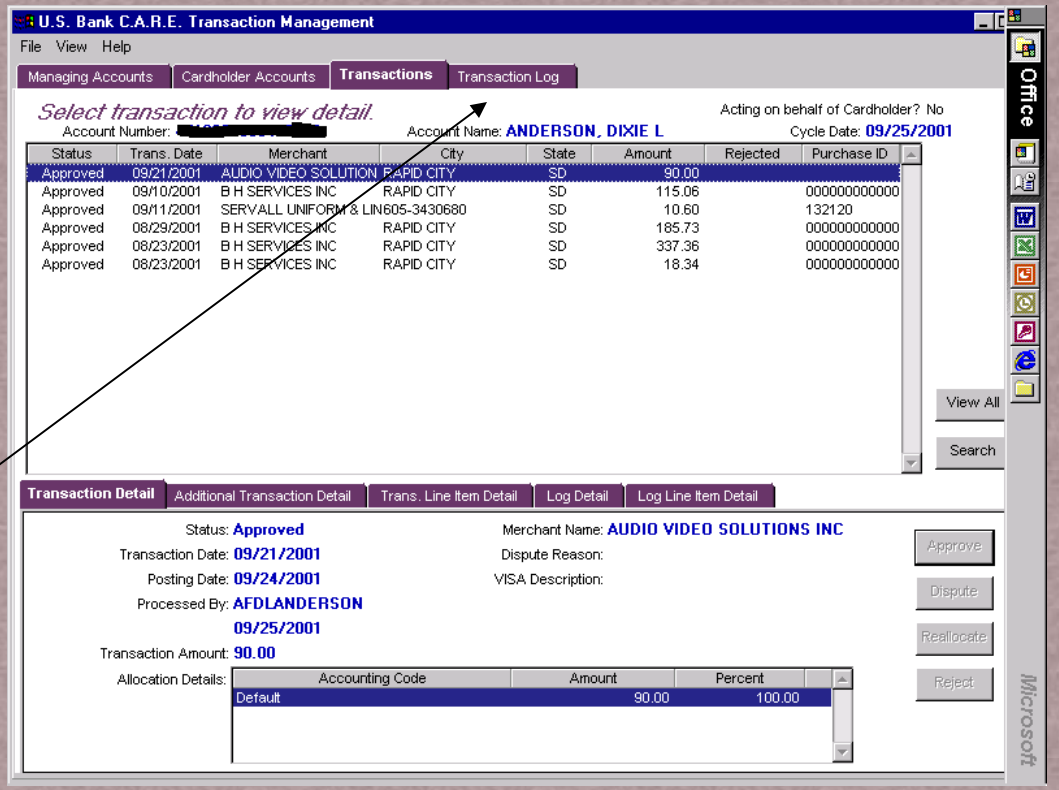
The Cardholder Summary data has also been displayed



CARE EDI

Displayed are the charges placed by vendors to the individuals credit card account.

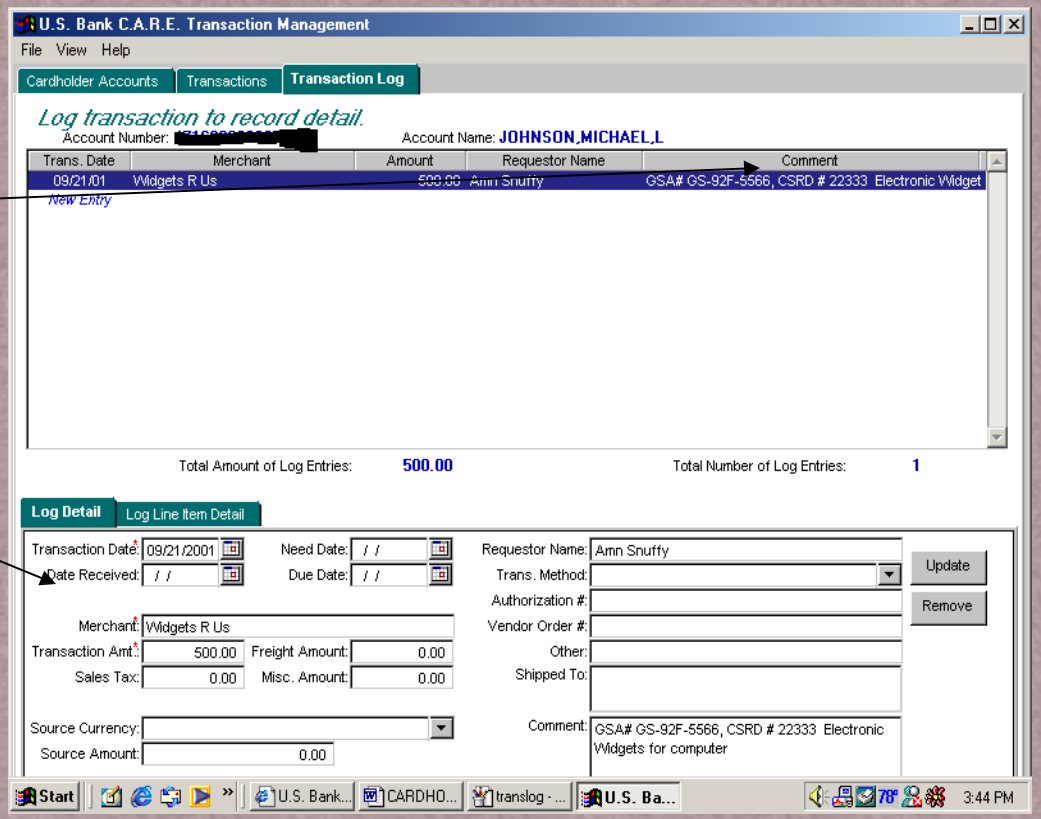
Click on the Transaction Log



CARE EDI

This is the cardholder created Transaction Log. As you can see from the "Comment" column this cardholder is inputting information as required in the comment block of the log detail tab.

All required data has been entered.



Now you have electronically reviewed your cardholder's logs an

CARE EDI

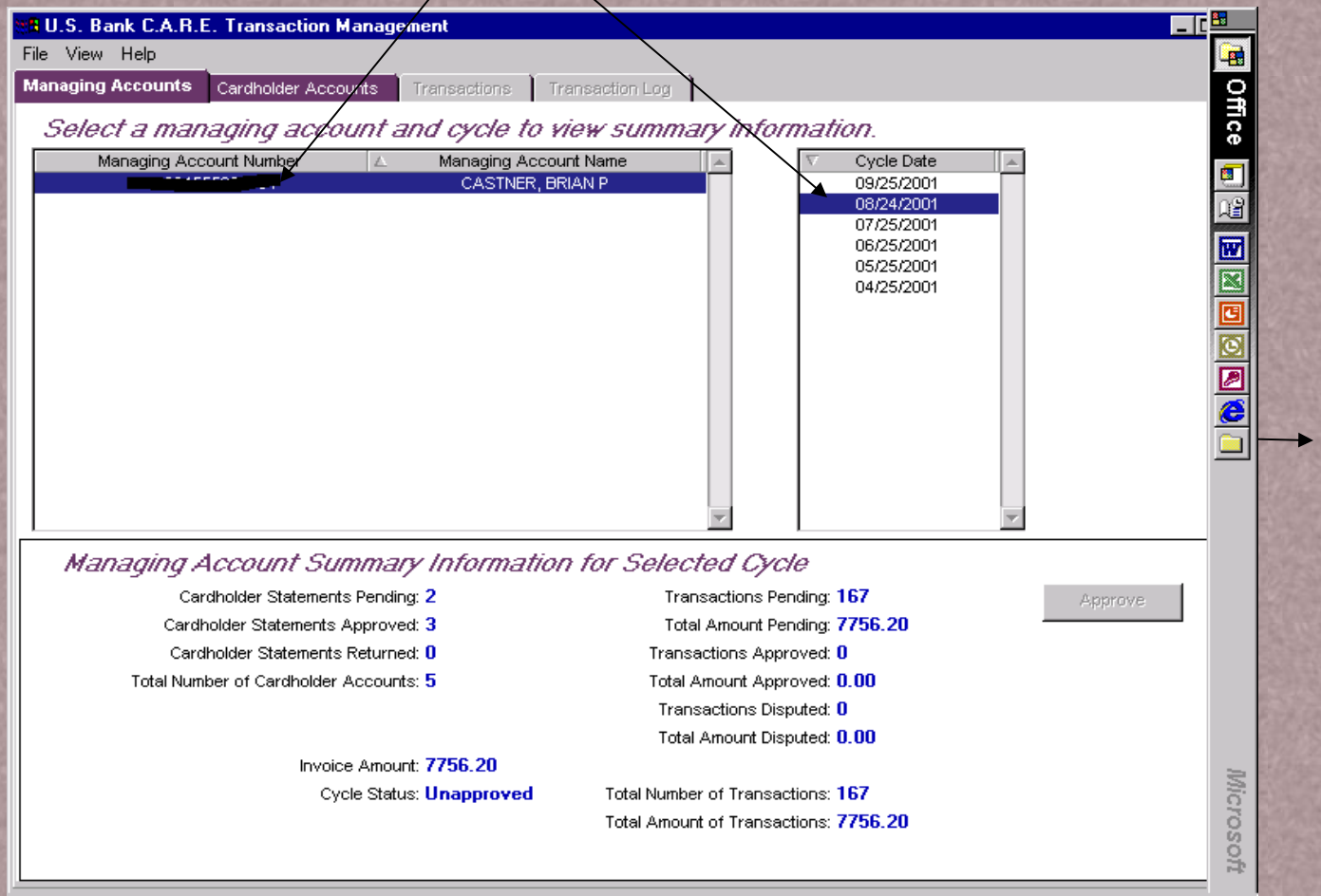
APPROVING YOUR BILLING OFFICAL ACCOUNTS

Once your cardholders have approved their accounts, you as the Billing Official must also approve them. This incorporates a “check and balance” to the expenditure of Government funds. **By you approving the account, you are agreeing the funds were spent properly and only for official requirements**.

To approve your cardholders accounts take the following actions.

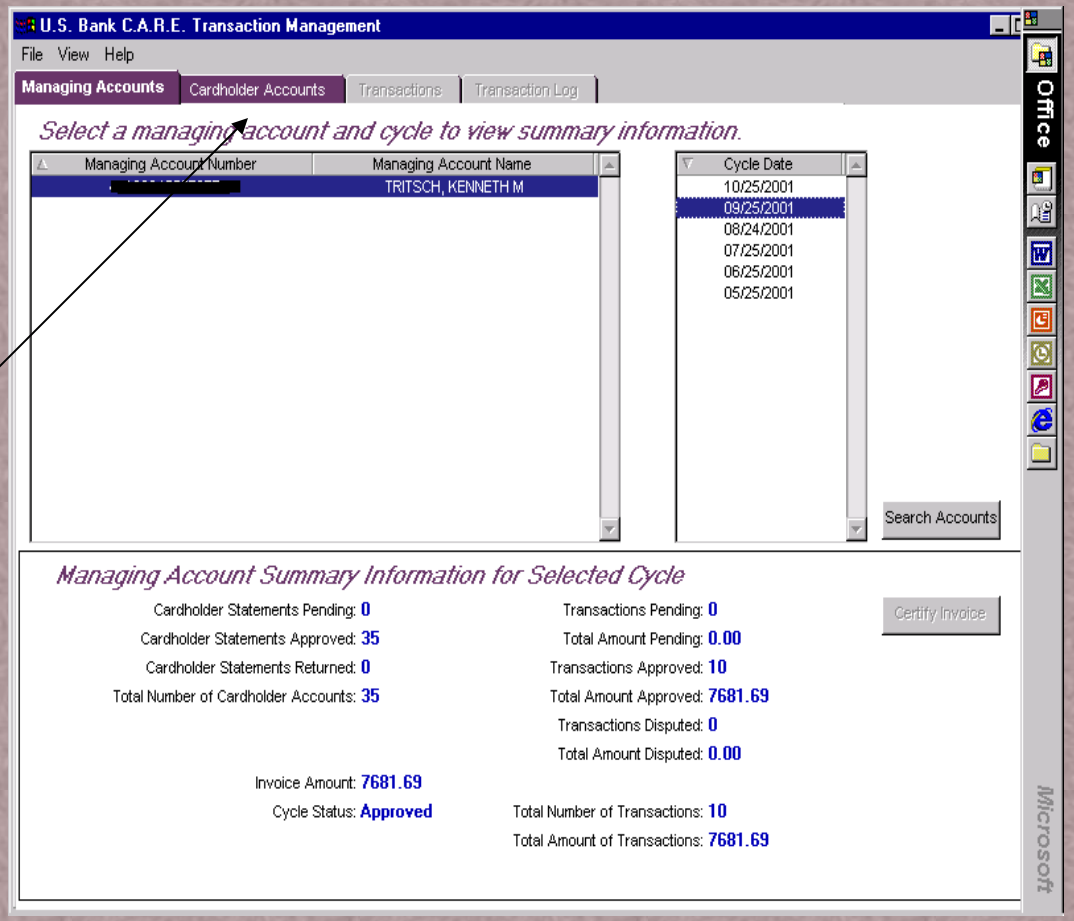
CARE EDI

Log into Transaction Management and click on the account and cycle you want to Approve.



CARE EDI

Once you have the account and cycle identified, click on the Cardholder Accounts tab.



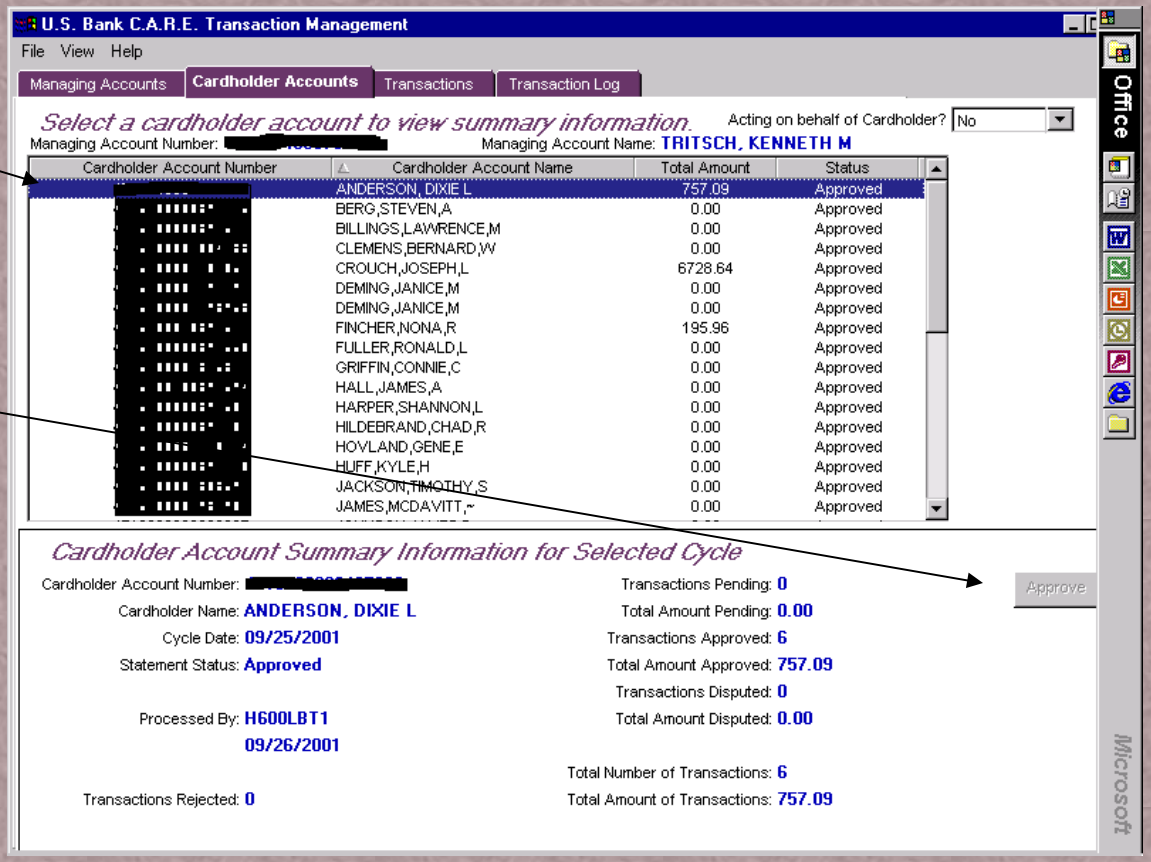
CARE EDI

Select the cardholder you want to approve.

Click the Approve/Certify button. (This account has already been done)

You will get a screen to verify you are certifying the accuracy of the transactions/account. Click the appropriate button.

Repeat until all



CARE EDI

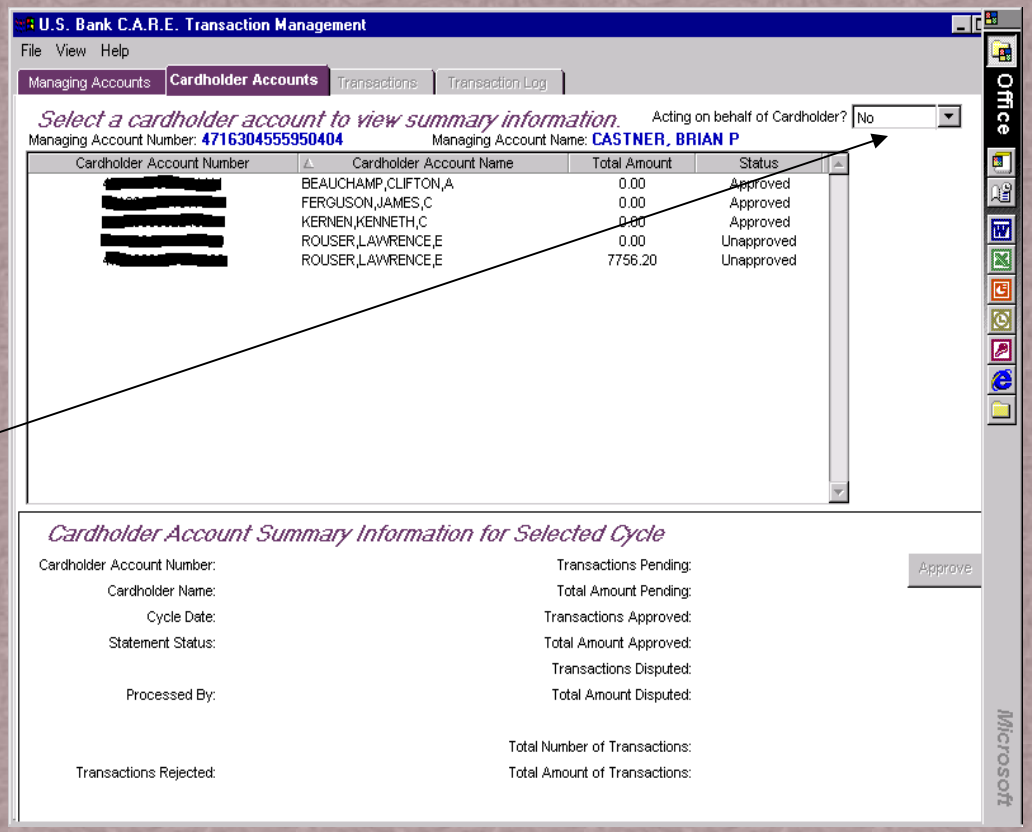
IF CARDHOLDER UNAVAILABLE TO APPROVE BEFORE 15 DAYS AFTER THE BILLING CYCLE

If your cardholder is TDY, Deployed or just not available to approve actions immediately following the end of the cycle, you can approve transactions as the cardholder. If it is 16 days or more after the end of the cycle you CANNOT select act in behalf of the cardholder, at that point only the billing official can work the account.

CARE EDI

Once you login and go to Transaction Management you then select the account you want to work. You will see this screen.

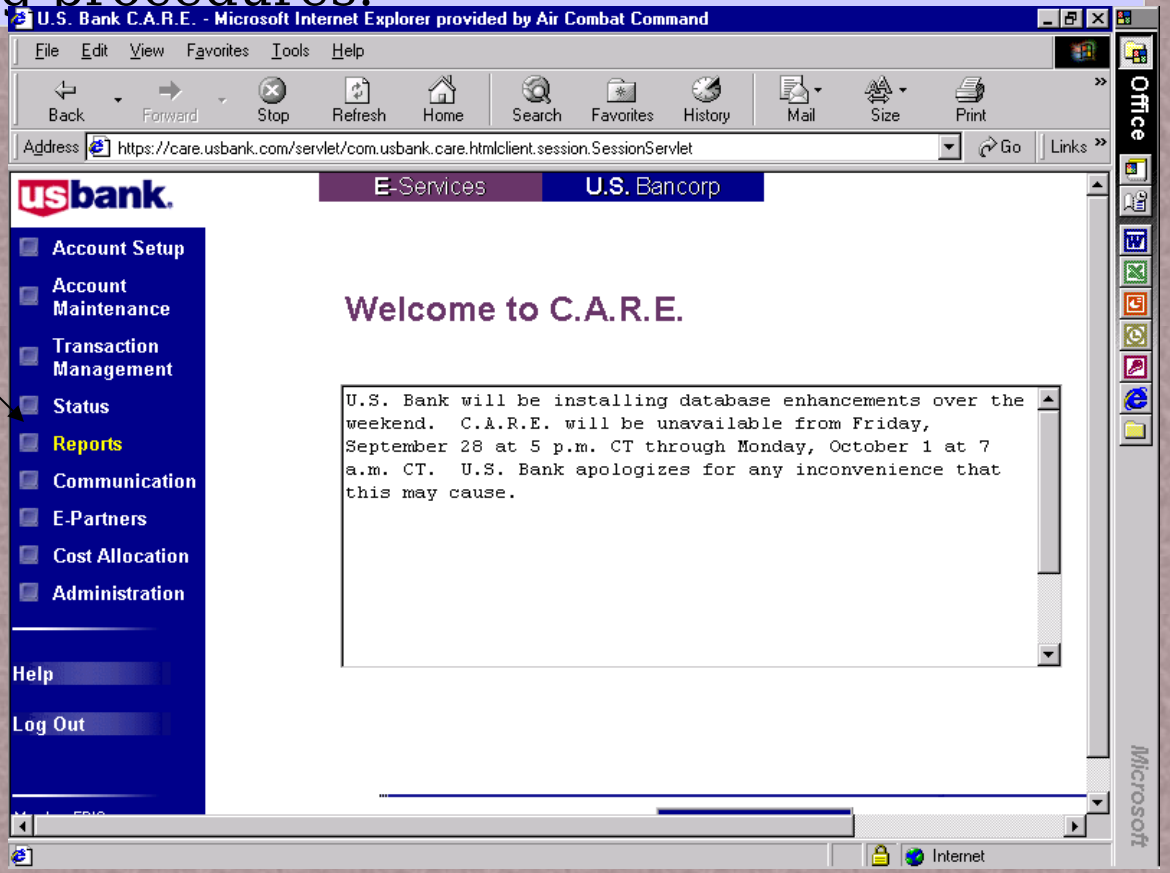
If it is less than 15 days after the cycle you can act as the cardholder by selecting yes here. Then select the cardholders name and begin working the account as identified in section 1 subsection B page 5.



CARE EDI

As a BO, you or your Resource Advisor may need to track or look-up the expenditure of funds for certain periods of time. You can print a report that shows how much is spent using the following procedures.

Click on Reports


U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Air Combat Command
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print
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Go Links
usbank.
E-Services
U.S. Bancorp
Account Setup
Account Maintenance
Transaction Management
Status
Reports
Communication
E-Partners
Cost Allocation
Administration
Help
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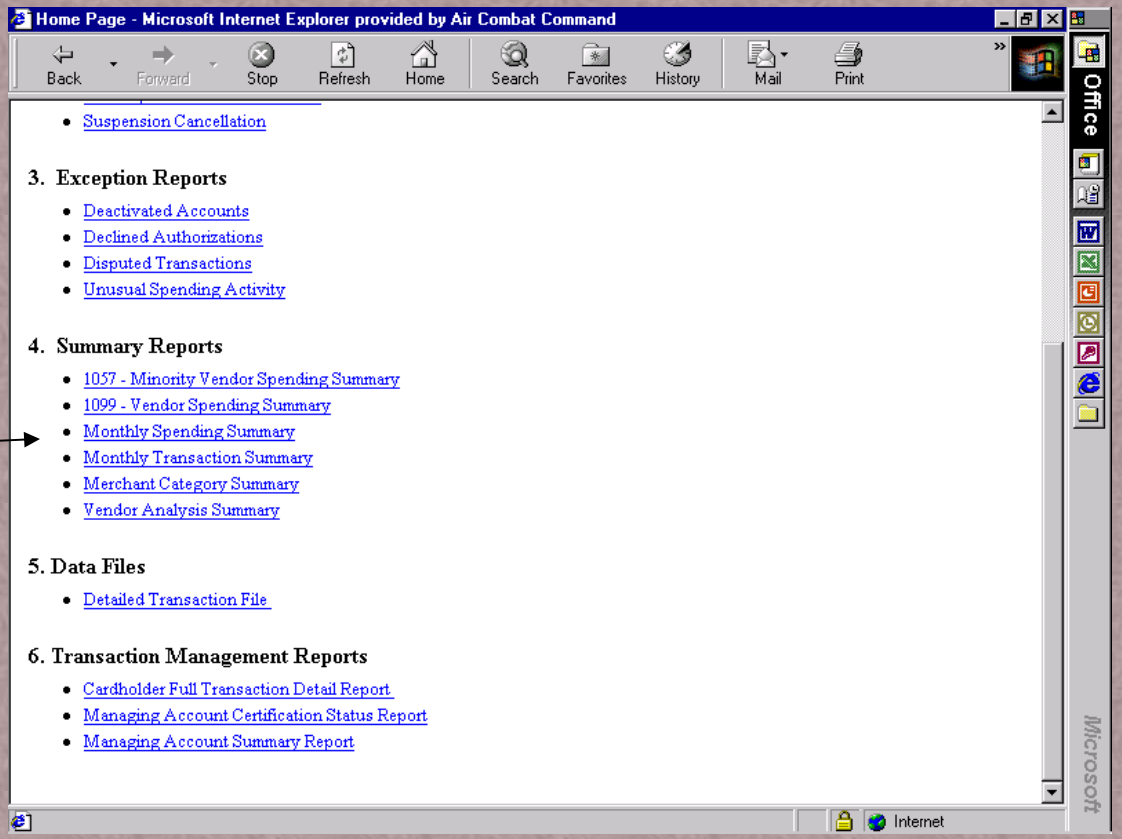
Internet
Office
Microsoft

CARE EDI

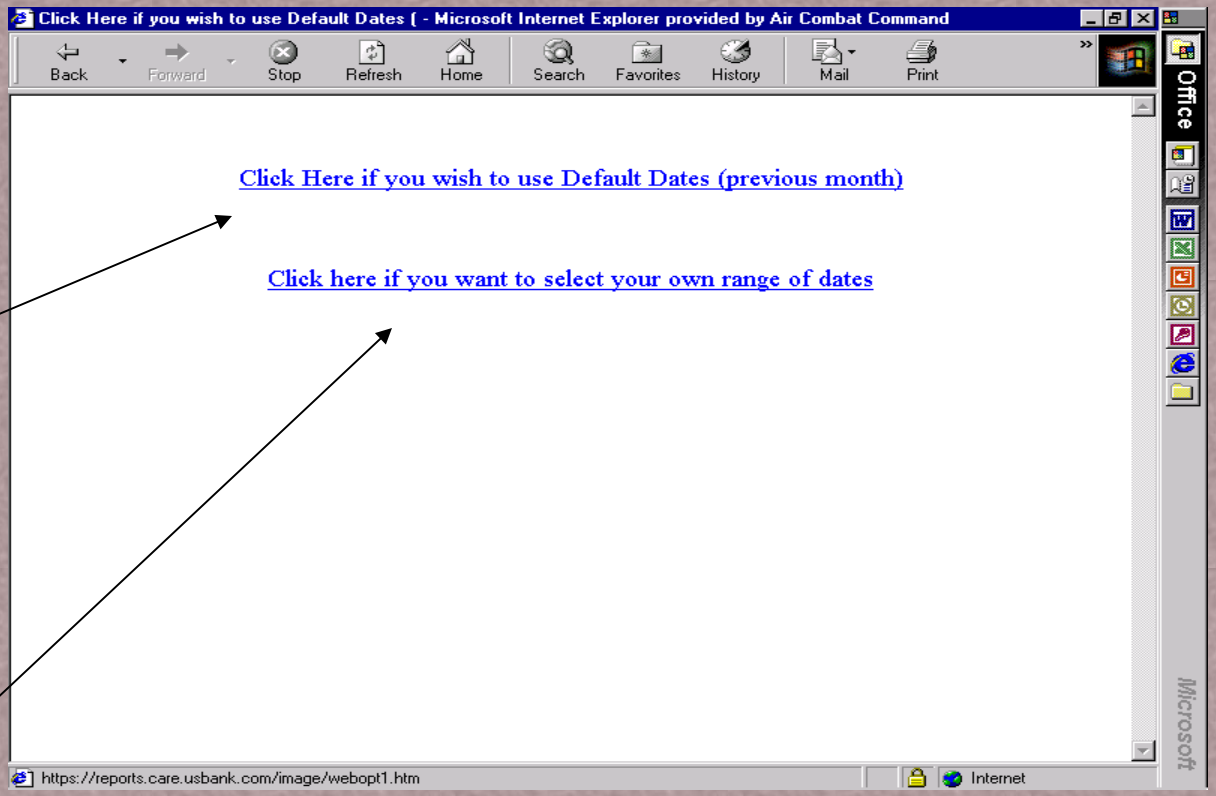
Under "Summary Reports" click on Monthly Transaction Summary.



CARE EDI

Select the report you want to run. To get your monthly BO report click on the first selection.

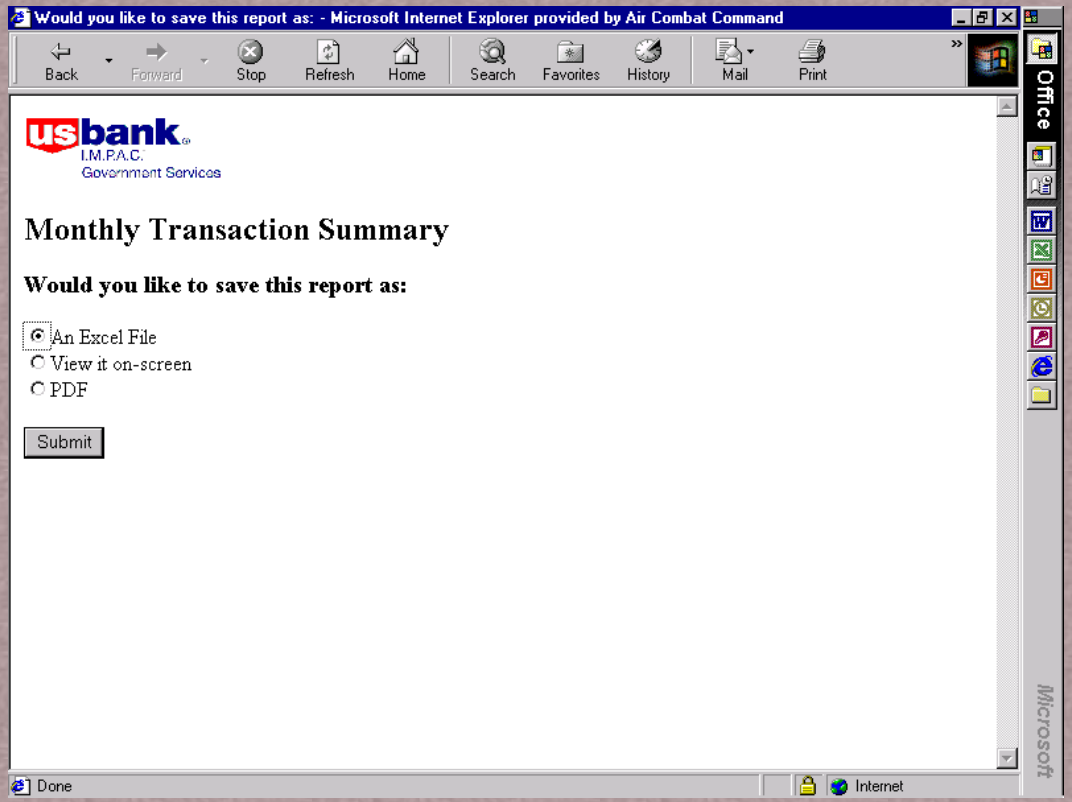
If you are compiling data for EPRS, Awards or annual figures, choose the second selection and enter the dates required.



CARE EDI

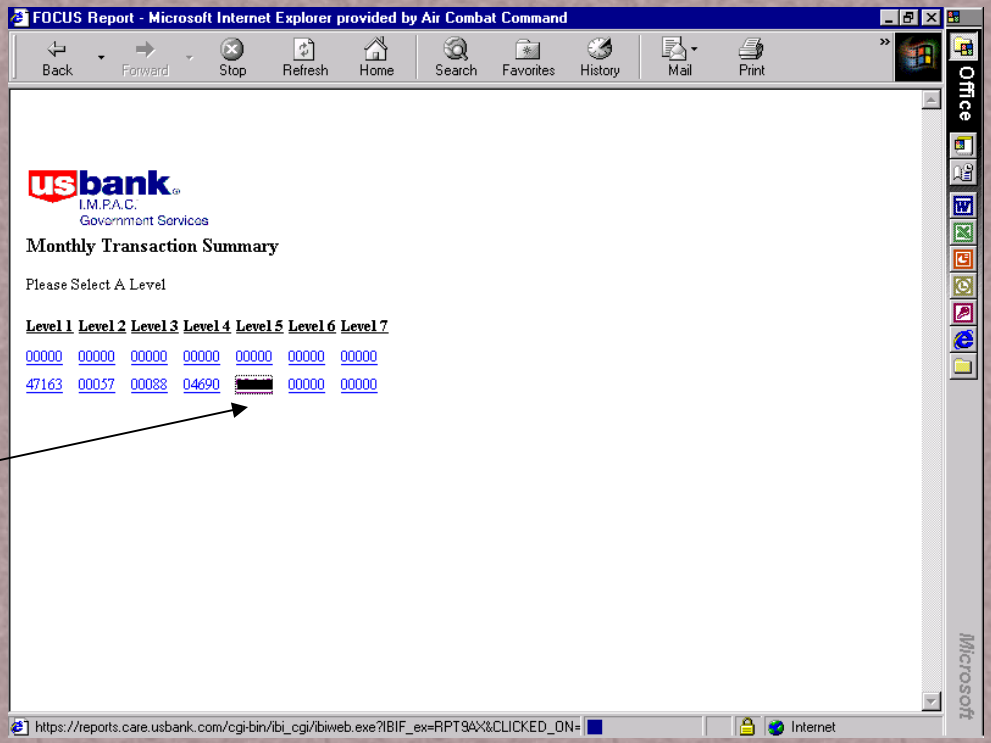
For ease of reading/printing and manipulation, select as an Excel document.

Click Submit.



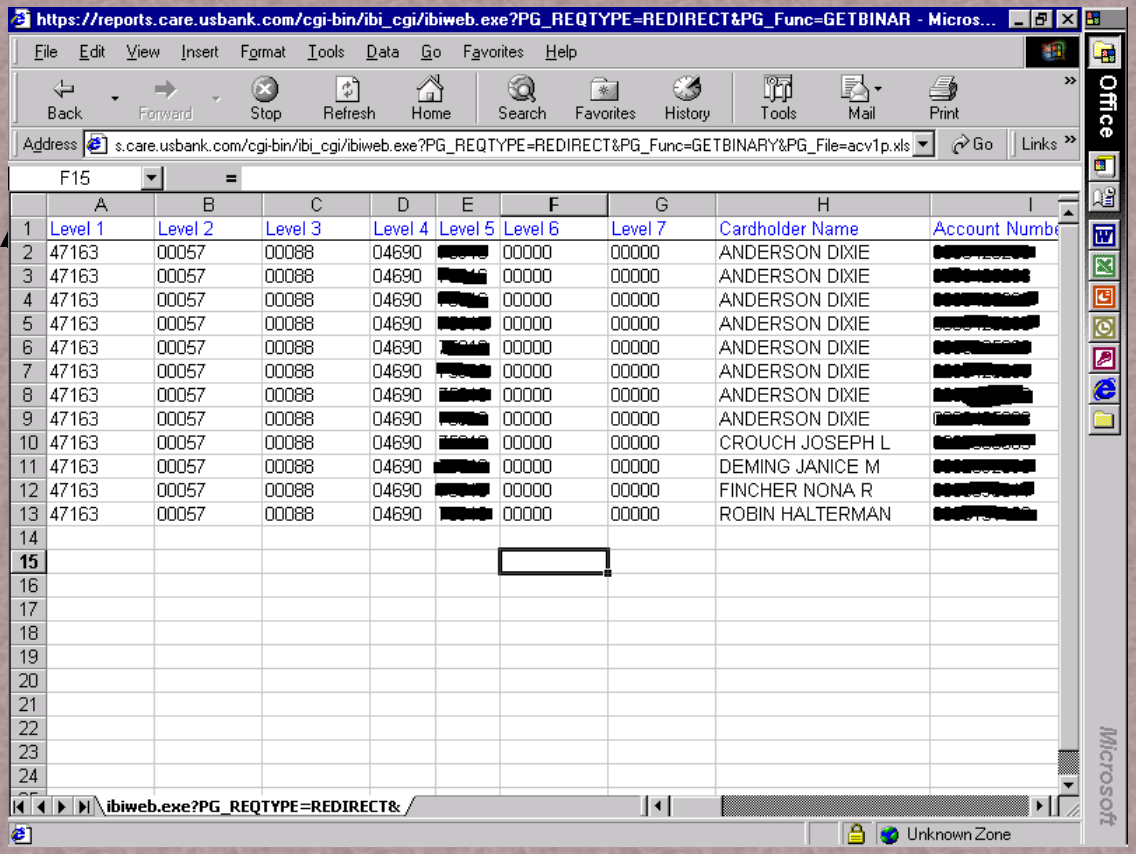
CARE EDI

Now you must identify the account you want to print. Select your "Level 5" number (same as company number).



CARE EDI

This is the report you will receive. It is a combined listing of all your account holders for the period of time specified. As you can see, there is a lot of data on the report you may not need. You can "resize" the columns to save space and even hide/delete columns you don't need (such as Level 6 & 7)



CARE EDI

REMEMBER:

- Cardholders have 3 working days after Billing Cycle (23rd) to complete Transaction Logs, reconcile and approve of purchases.
- Billing Officials have 2 days after that to Approve Billing Statements.
- Billing Officials can act in behalf of Cardholders and complete Transaction Logs, reconcile and approve of purchases.
- 15 days after Billing Cycle, Cardholders are locked out of that cycle and Billing Official MUST complete the above.

Thank you for coming. Make certain you signed in on the roster. Only those who attend will be receiving their logons and passwords by email from my office.